

FISCAL YEAR 2011 - 2012  
EXECUTIVE BUDGET  
RECOMMENDATION



VIRG BERNERO, MAYOR

(This page intentionally left blank)

**LANSING CITY GOVERNMENT**  
Fiscal Year July 1, 2011 - June 30, 2012

**MAYOR**

Virg Bernero

**CITY COUNCIL**

A'Lynne Robinson, Council President - 3rd Ward

Kathy Dunbar, Council Vice President, At Large

Derrick Quinney, At Large

Carol Wood, At Large

Brian Jeffries, At Large

Eric Hewitt, 1st Ward

Tina Houghton - 2nd Ward

Jessica Yorko - 4th Ward

**CLERK**

Chris Swope

**DISTRICT COURT JUDGES**

Frank J. DeLuca, Chief Judge

Patrick F. Cherry

Charles F. Filice

Hugh B. Clark, Jr.

Louise Alderson

**OFFICERS**

City Assessor.....	Maria Irish
City Attorney.....	Brigham Smith
City Treasurer.....	Antonia Kraus
Chief of Staff/Finance Director.....	Gerald W. Ambrose
Police Chief.....	Teresa Szymnaski
Fire Chief.....	Tom Cochran
Planning & Neighborhood Development Director.....	Bob Johnson
Public Services Director.....	Chad A. Gamble
Parks & Recreation Director.....	Murdock Jemerson
Court Administrator.....	Anethia Brewer
Human Relations & Community Service Director.....	Joan Jackson Johnson
Human Resources Director.....	Terri Singleton
Internal Auditor.....	Arnold Yerxa

(This page intentionally left blank)

# Citizens of Lansing

City Clerk

City Council

Mayor

54-A District Court

Internal  
Audit

City Attorney's  
Office

Office of  
Community Media

Police

Fire

Planning &  
Neighborhood  
Development

Economic  
Development

Public  
Service

Parks &  
Recreation

Human Relations  
and Community  
Services

Patrol  
Crime Investigation  
Community Policing  
Detention

Suppression  
Prevention  
Emergency Mgmt

Planning  
Zoning  
Code Compliance  
Housing/Neighborhoods  
Building Safety  
Parking

Economic Dev. Corp.  
LEPFA  
Downtown Lansing, Inc.  
TIFA

Roads/Sidewalks  
Sewers/Treatment  
Trash/Recycling  
Grounds Maintenance  
Engineering

Parks Design/Programs  
Recreation Programs  
Community Centers  
Cemeteries  
Golf

Grant Writing Assist.  
Human Serv. Grants  
Police Internal Inv.

Finance

Treasury/Income Tax  
Assessing  
Accounting/Budget/Payroll  
Purchasing  
Information Technology  
Property Management & Fleet  
Retirement Services

Human Resources

Recruitment  
Training  
Labor Relations  
Payroll/Benefits

(This page intentionally left blank)

## TABLE OF CONTENTS

### **Budget Overview**

Transmittal Letter .....	1
City-Wide Budget Summary.....	11

### **Fund Summaries**

General Fund Revenues by Category.....	15
General Fund Expenditures by Department.....	17
Major Streets Fund.....	18
Local Streets Fund.....	19
911 Dispatch Center.....	20
Drug Law Enforcement Fund.....	21
Drug Law Enforcement Fund – Tri County Metro.....	22
Building Safety Fund.....	23
Community Development Block Grant (CDBG), HOME, and ESG Grants Funds.....	24
Stadium Fund.....	25
Municipal Parking System Fund.....	26
Sewage Disposal System Fund.....	27
Refuse Disposal System Fund.....	28
Municipal Recycling System Fund.....	29
Municipal Cemeteries Fund.....	30
Municipal Golf Courses Fund.....	31

### **Department Summaries**

City Council.....	34
Internal Audit.....	36
Mayor’s Office.....	38
Office of Community Media.....	40
City Clerk.....	42
Courts.....	44
Planning & Neighborhood Development.....	48
Finance.....	56
Human Resources.....	60
City Attorney.....	62
Police.....	64
Fire.....	72
Public Service.....	74
Human Relations & Community Service.....	85
Parks & Recreation.....	88
Parks Millage.....	94
General Fund Non-Departmental Expenditures.....	95
Lansing Center.....	99
Cooley Law School Stadium.....	100
Lansing City Market.....	101
Lansing Economic Development Corporation.....	102
Brownfield Redevelopment Authority.....	103

## TABLE OF CONTENTS

Tax Increment Finance Authority.....	106
Downtown Lansing, Inc.....	107
<b><u>Capital Improvement Program (CIP)</u></b>	
Capital Improvement Program Budget.....	111
<b><u>Proposed Budget Resolution</u></b> .....	115
Proposed Fee Changes.....	115



**OFFICE OF MAYOR VIRG BERNERO**  
124 W. MICHIGAN AVENUE – NINTH FLOOR  
LANSING, MI 48933

March 28, 2011

Lansing City Council  
Lansing City Hall – Tenth Floor  
124 W. Michigan Avenue  
Lansing, MI 48933

Dear President Robinson and Colleagues:

In accord with my obligations under the City Charter, please find enclosed my Executive Budget Recommendation for the City of Lansing for Fiscal Year 2011-2012 (FY12), which begins July 1, 2011 and ends June 30, 2012. For FY12, I propose a General Fund budget of \$99.5 million, which represents a \$9.9 million (9.2%) spending reduction compared to the adopted FY11 budget. Under this recommendation, the total city budget for FY12 will be \$178.7 million, which is \$5.6 million (3%) less than the adopted FY11 budget.

The scope and scale of spending reductions made necessary by declining revenues and rising costs is unprecedented in my time as mayor. In the absence of significant new revenues or cost savings from approval of the May 3 property tax millage ballot question, from the restoration of state shared revenues, or from negotiated modifications in collective bargaining agreements, we will be forced to eliminate more than 200 currently funded positions across city government. After accounting for positions already held vacant, this budget proposal, if adopted, will require the layoff of up to 130 current city employees, including more than 100 employees in our police and fire departments.

As you might expect, the decision to lay off employees is not entered into lightly or without great trepidation. It is a last resort that will be fully implemented only if the worst case scenario in fact becomes reality. However, even if the May 3 millage proposal is approved and state government restores a portion of our revenue sharing, we will still be required to make significant budget reductions, although the impact on our employees and on city service levels would be considerably eased.

The dire financial circumstances we must face will require all of us – elected officials, management, labor leaders and city employees – to work together in good faith to find reasonable solutions that allow our city government to continue providing the essential services our citizens expect.

Lansing City Council  
March 28, 2011  
Page Two

I look forward to working with you in the weeks ahead to finalize the blueprint for city spending for the coming fiscal year.

Sincerely,

A handwritten signature in black ink, appearing to read "Virg Bernero". The signature is fluid and cursive, with the first name "Virg" and last name "Bernero" clearly distinguishable.

**Virg Bernero**  
Mayor of Lansing

## **FY 12 Proposed Budget Overview**

### **Background**

The historic Great Recession has had a profoundly negative impact on the revenues available to the City, while the demand for City services has remained strong or even increased. At the same time, the cost of providing those services continues to increase. Lansing is not alone in dealing with the financial consequences of the national economic crisis – virtually every municipality in Michigan is struggling with the same challenges.

Over the last five years, Lansing's workforce has been reduced by more than 200 positions. With cooperation and sacrifice by elected officials and employees alike, our city government has avoided layoffs and general tax increases, and has largely protected the police and fire departments from significant reductions. Staffing for police and fire personnel has decreased by just 4%, while staffing for all other City services has decreased in total by more than 25%.

During this time, the City of Lansing has focused on meeting four key objectives:

- Providing essential and expected services to its residents, businesses and visitors,
- Protecting the welfare of its employees,
- Remaining financially strong, and
- Investing in the future of the City by aggressively pursuing economic development.

These objectives have been addressed by developing spending plans that focus on providing the core services expected by our residents, businesses and visitors. They have not relied on general property tax increases and have not included the planned use of the City's reserves. Unfortunately, the use of some reserves has occurred as revenues have dropped unexpectedly during the past two fiscal years and quicker than the City has been able to reduce its expenses.

While there are encouraging signs of economic recovery, city revenues continue to be negatively impacted by ongoing weakness in the national and state economy. And while steps have been taken to address the City's structural deficit by reducing expenses in permanent ways, the cost of city services has continued to increase. This challenge is expected to continue for several years. Current projections show that it will be at least 2016 before the annual growth in revenues will come close to matching the annual growth in expenses.

## **The FY12 Proposed Budget**

This budget cycle is the latest – but most challenging – in a series of budgets where the focus has been reducing costs in order to live within our means. Decreasing property values, stagnant income tax revenues, low interest rates, and the possible elimination of statutory revenue sharing from the state are the primary reasons for declining revenues. Increases in health care costs, pension costs, fuel, and oil-based supplies continue to increase the City's costs of doing business.

Over the past several months, Mayor Bernero and his administration have been developing a proposed budget that will continue to maintain vital core City services in the face of continually declining revenues. The challenge is significant: General Fund revenues have dropped from an anticipated \$117 million at the beginning of the FY10 fiscal year (July 1, 2009) to \$109 million for this current year, and to \$99.5 million for the upcoming year beginning July 1, 2011 – a 15% decrease. Add a nearly \$10 million loss in revenue for the upcoming budget to a projected \$10 million in expense increases, and there is a gap of \$20 million to be addressed.

Mayor Bernero's proposed budget is based on the "worst case" scenario – a \$20 million gap in the General Fund between projected costs of current staff and programs and available revenues. There are pending actions that may affect the availability of revenues before this budget is finally adopted in May – a ballot question asking for voter approval of a 4-mill property tax increase; legislative action on the Governor's recommended budget that will determine the amount of state revenue sharing we may be eligible to receive; and potential agreements with our labor unions to reduce compensation-related costs. In total, these pending actions could generate more than \$15 million in new revenues and/or cost savings. But there is too much uncertainty to build them into this budget.

Consequently, this budget proposes the expenditure reductions necessary to address a \$20 million gap. Two-hundred and five positions will be eliminated from our authorized workforce of 1,041. One-hundred forty-nine of these positions are in either the police department or the fire department. While core services will still be provided, they will be at reduced levels in many significant areas.

Anticipating the need for staffing reductions, many vacated positions have remained unfilled during this year. Consequently, the number of potential layoffs will be less than the number of eliminated positions. If the budget is adopted as proposed, it is currently projected that as many as 130 employees would have to be laid off. Many of those – more than 100 – could be in the police and fire departments.

Staffing reductions will no doubt affect the level of services that Lansing city government will be able to provide. Reductions are proposed in many areas, including:

- A 20% reduction in the number of police officers on patrol around the clock from 19 to 15;
- A 20% reduction in the number of detectives and other police officers assigned to Investigations, Special Operations, and Metro Squad – from 49 to 38;
- The elimination of all Neighborhood Watch and School Liaison officers – a total of 7 police officers;
- The elimination of all Community Policing Officers except those funded by grants – from 8 officers to 4 officers;
- The elimination of the LPD motorcycle unit and dedicated traffic unit;
- A 33% reduction in the number of Fire Engine and Truck Companies available to respond to fire calls - from 12 to 8;
- The closure of as many as 3 of the city's current 8 fire stations;
- The elimination of \$4 million in funding for sewer, road, and parks maintenance activities;
- The elimination of road reconstruction projects for all local streets;
- The elimination of all but grant-funded projects for major streets;
- The elimination of funding for the sidewalk gap program and for most routine sidewalk maintenance;
- A 15% reduction in funding for the City Forestry program;
- The elimination of any new Parks Capital Improvement projects, with all but \$150,000 in Parks millage funds used for operations;
- A 20% reduction in the number of Code Compliance officers and Housing Premise Inspectors – from 10 to 8, plus additional staff reductions in the Planning and Zoning Offices;
- The continuation of reduced work hours or furloughs for non-emergency personnel, affecting nearly half of the city's work force.

Consideration is also being given to procuring private management services for the Groesbeck Golf Course and the City's three cemeteries, as a means to reduce or eliminate the more than \$500,000 annual subsidy from the General Fund. To the extent that this may not be successful, any ongoing subsidy will come from Parks millage funds. This will reduce funds otherwise available for capital improvements at City parks.

Consideration is also being given to an additional relationship with Ingham County for maintenance of the River Trail, adjoining parks, and parks of less than 5 acres. Over the past several years, regional partnerships have been developed with the County, including county management of the Potter Park Zoo, the Soldan Dog Park, and Scott Woods.

New fees and increases in existing fees totaling some \$930,000 are also recommended. Increases are proposed in ambulance fees, various parks and recreation fees, sewer rates, and recycling fees. New fees are also recommended for the impoundment of vehicles following arrests for drunk driving.

### **Effect of millage proposal passage**

This proposed budget is based on the current property tax millage rate of 15.44 mills for operating purposes. It is projected to generate \$33.7 million in General Fund revenues, a decrease of \$3.3 million or 9% from the adopted FY 11 budget. Combined with other revenue losses, this proposed budget is nearly \$10 million less than the current budget.

Should the proposal for a 4-mill increase in the property tax millage pass, \$8.5 million in additional General Fund revenue would be available. Consistent with the millage intent, these funds are to be used for vital City services, including police, fire, and roads.

It is recommended that should the millage pass, the funds be allocated in the following manner:

- \$3.75 million to the Police budget for the purpose of restoring 24 patrol positions, which translates to an additional 4 officers on patrol around the clock; 11 officers to Community Policing, Neighborhood Watch, and School Liaison programs; and 9 officers to the Investigations and Special Operations divisions. This would restore 44 of 78 positions eliminated in this budget proposal.
- \$3.65 million to the Fire budget for the purpose of reinstating 3 of the 4 Engine companies and re-opening 2 of the 3 fire stations proposed to be closed. This action would restore 36 of 71 positions eliminated in this budget proposal.
- \$1.1 million to the Public Service budget for the purpose of providing funds for reconstruction and repair of local streets. Nearly \$2 million was eliminated in this budget proposal, leaving no funds for these activities. This amount would allow for the rehabilitation or reconstruction of between 3 and 4 miles of local streets.

### **Effect of other revenue increases**

While we remain hopeful that additional resources may become available through the Governor's replacement program for statutory state revenue sharing – the Economic Vitality Incentive Program – or as a result of ongoing negotiations with the City's labor unions, there is too much uncertainty to be able to project amounts, timing or conditions. Should additional funds become available, recommendations for their appropriation will be provided.

### **Other Information to be provided**

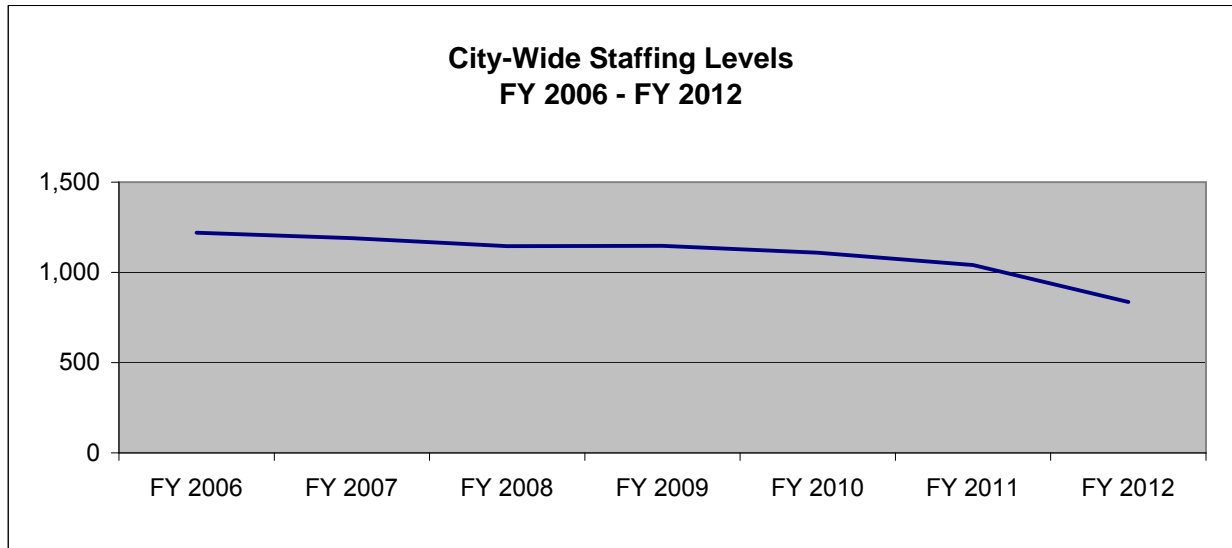
As part of the budget development process, a review of City properties was begun to determine if there are assets that the City no longer needs to own. When that process is complete, recommendations will be transmitted to the Council for action. However, in the current economic environment, in light of City processes for the disposal of property, and given that the sale of capital assets does not constitute an ongoing revenue stream, it is

not foreseen that the proceeds from the disposal of such properties would be a revenue source for this or future operational budgets.

Additionally, several new ordinances or amendments to existing ordinances are under development as part of the budget process. As work on these ordinances is completed, they will be transmitted to Council for action.

(This page intentionally left blank)

**Summary of Projected Full-Time Positions by Department  
(Includes Elected Officials)**



	<u>FY 2006 Adopted</u>	<u>FY 2007 Adopted</u>	<u>FY 2008 Adopted</u>	<u>FY 2009 Adopted</u>	<u>FY 2010 Adopted</u>	<u>FY 2011 Adopted</u>	<u>FY 2012 Planned</u>
City Council	12	11	11	11	11	11	10
Internal Audit	2	2	2	2	2	2	1 <sup>(1)</sup>
Mayor Staff	7	5	5	5	5	5	5
Office of Community Media	2	2	2	2	2	2	2
Clerk Staff	7	7	7	7	7	6	5
Court/Probation Staff	55	55	53	53	53	48	48
Planning & Neighborhood Development	102	97	90	90	87	64	60
Finance	112	129	118	118	107	100	88
Human Resources	12	14	14	14	12	11	9
City Attorney	12	12	12	12	12	11	10
Police	337	338	342	343	344	328	248 <sup>(1)</sup>
Fire	235	235	235	235	235	225	154 <sup>(2)</sup>
Public Service	219	188	181	181	171	201	175 <sup>(3)</sup>
Human Relations & Community Services	10	9	8	8	5	5	4
Parks & Recreation	96	86	65	66	56	22	17 <sup>(3),(4)</sup>
	<u>1,220</u>	<u>1,190</u>	<u>1,145</u>	<u>1,147</u>	<u>1,109</u>	<u>1,041</u>	<u>836</u>

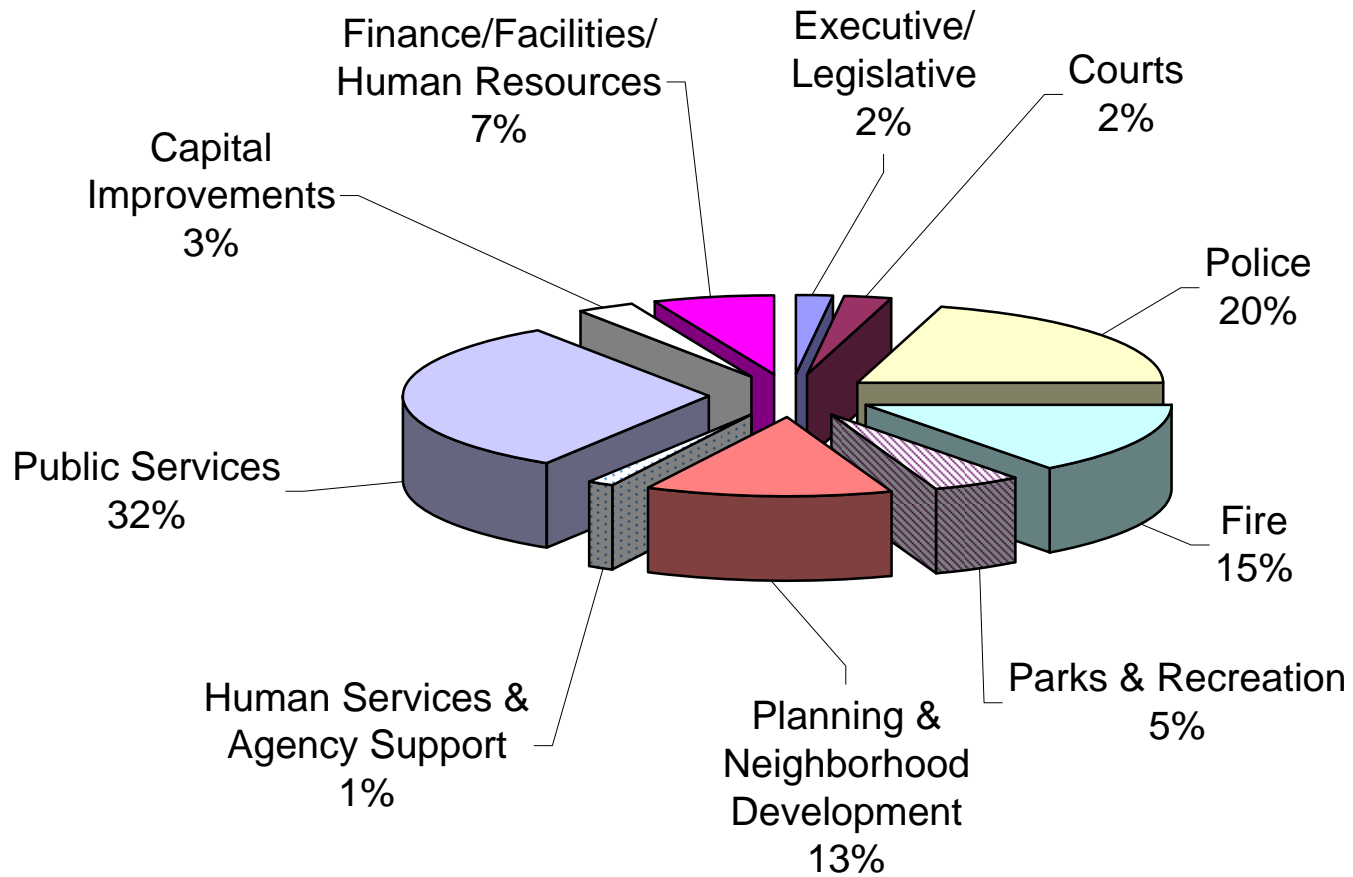
<sup>(1)</sup> One (1) unfunded vacancy was included in staffing totals from 2006-2011.

<sup>(2)</sup> Eighteen (18) unfunded vacancy was included in staffing totals from 2006-2011.

<sup>(3)</sup> Thirty-one (31) positions were transferred from Parks & Recreation to Public Service in FY 2011.

<sup>(4)</sup> Eighteen (18) Parks Zoo positions were transferred to Ingham County in FY 2008.

## Fiscal Year 2011/2012 City-Wide Budget \$178,710,443



## FY 2011/2012 Proposed City-Wide Budget by Department/Service Type

<u>Department</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>	<u>Percent of Total Budget</u>
City Council	531,380	-	531,380	0.30%
Internal Auditor	148,335	-	148,335	0.08%
Mayor's Office	629,730	-	629,730	0.35%
Office of Community Media	253,570	-	253,570	0.14%
Attorney's Office	1,176,080	-	1,176,080	0.66%
City Clerk	817,970	-	817,970	0.46%
Subtotal - Executive/Legislative	3,557,065	-	3,557,065	1.98%
Courts	4,423,100	-	4,423,100	2.46%
Police	30,093,170	841,300	30,934,470	
Police - 911 Dispatch	140,445	5,674,555	5,815,000	
Subtotal - Police	30,233,615	6,515,855	36,749,470	20.47%
Fire	26,541,930	-	26,541,930	14.79%
Parks & Recreation - General Fund	6,938,900	-	6,938,900	
Parks Capital Improvements	150,000	90,000	240,000	
Parks - Golf	300,000	411,600	711,600	
Parks - Cemeteries	301,420	236,780	538,200	
Subtotal - Parks	7,690,320	738,380	8,428,700	4.70%
Planning & Neighborhood Development	2,644,400	4,633,898	7,278,298	
Parking	-	13,527,575	13,527,575	
Economic Development Corporation	245,252	-	245,252	
Downtown Lansing Incorporated	39,180	572,160	611,340	
LEPFA/Stadium	1,670,208	375,000	2,045,208	
Subtotal - Planning & Neighborhood Dev.	4,599,040	19,108,633	23,707,673	13.21%
Human Relations & Community Services Dept.	644,040	-	644,040	
Human Services	1,260,000	-	1,260,000	
City Supported Agencies	321,400	-	321,400	
Subtotal - Human Relations/Agency Support	2,225,440	-	2,225,440	1.24%
Public Services	6,054,830	-	6,054,830	
Public Services - Roads	350,000	12,504,630	12,854,630	
Public Services - Sewer	-	33,280,400	33,280,400	
Public Services - Refuse	-	1,584,145	1,584,145	
Public Services - Recycling	-	3,371,030	3,371,030	
Subtotal - Public Services	6,404,830	50,740,205	57,145,035	31.83%
Capital Improvements	1,365,000	1,500,000	2,865,000	
Library Building Rental	155,000	-	155,000	
Debt Service	1,836,600	632,370	2,468,970	
Subtotal - Capital Improvements	3,356,600	2,132,370	5,488,970	3.06%
Finance (Includes Property & Fleet Mgmt)	9,767,420	-	9,767,420	5.44%
Human Resources	1,475,640	-	1,475,640	0.82%
Vacancy Factor	(800,000)	-	(800,000)	
	99,475,000	79,235,443	178,710,443	

*Note: Transfers from other funds are netted out from expenditures so as not to overstate total funding.*

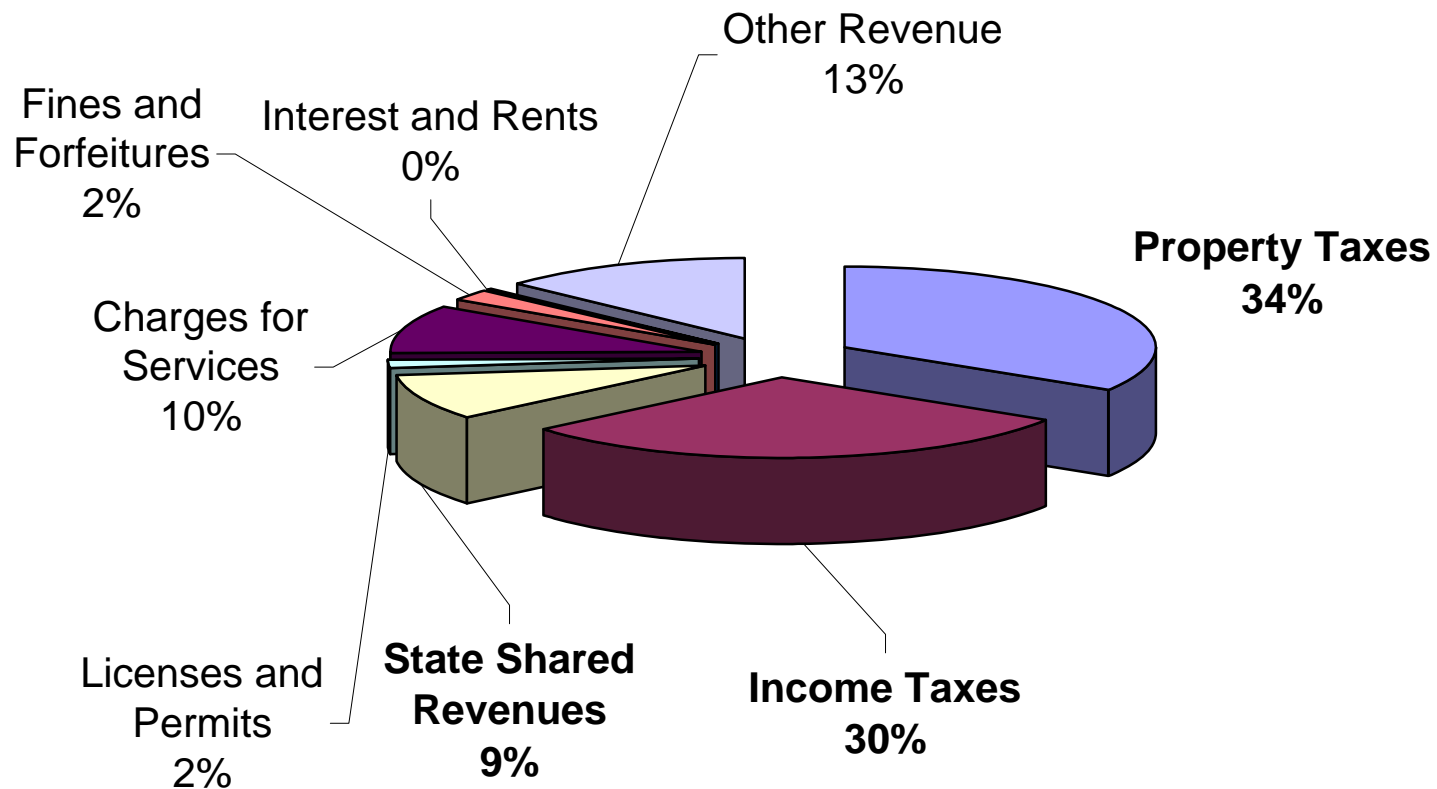
(This page intentionally left blank)

# Fund Summaries

# Where the Money Comes From

## FY 2011/2012 General Fund Budgeted Revenues

**\$99,475,000**



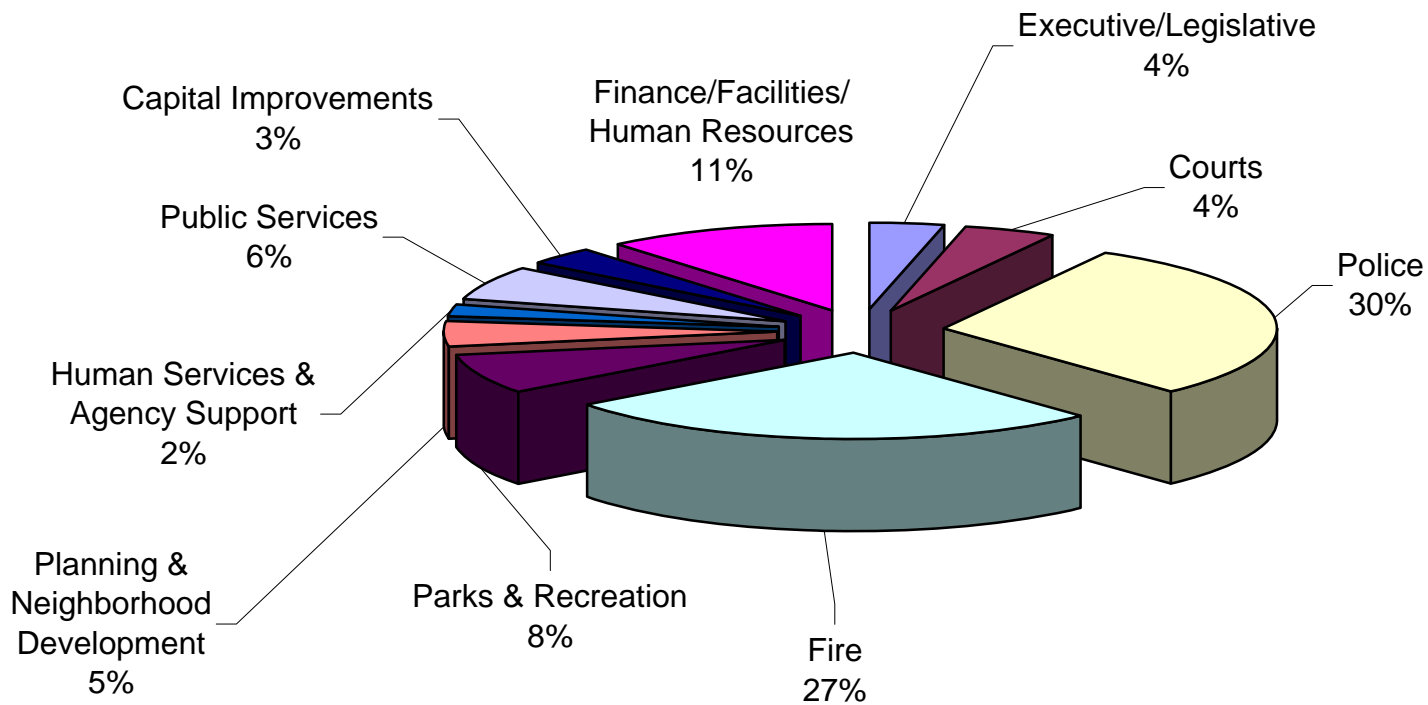
**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**General Fund Revenue (excluding use of reserves)**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 Projected <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
Property Taxes	39,199,890	37,038,845	37,877,324	33,729,335	-8.9%
Income Taxes	27,408,443	29,700,000	29,500,000	29,800,000	0.3%
<u>State Revenues</u>					
State Revenue Sharing	14,214,339	13,948,127	14,214,339	7,935,960	
Fire Reimbursement Grants	1,068,719	1,100,000	1,178,551	1,010,000	
Liquor License Fee	66,393	66,000	78,559	80,000	
	<u>15,349,451</u>	<u>15,114,127</u>	<u>15,471,450</u>	<u>9,025,960</u>	-40.3%
<u>Licenses &amp; Permits</u>					
Business Licenses	61,903	55,700	52,204	79,025	
Building Licenses & Permits	38,345	33,200	37,150	41,675	
Non-Business Licenses	78,101	112,940	80,840	97,440	
Cable Franchise Fees	1,245,001	1,400,000	1,439,057	1,467,000	
	<u>1,423,350</u>	<u>1,601,840</u>	<u>1,609,251</u>	<u>1,685,140</u>	5.2%
<u>Charges for Services</u>					
Reimbursements	2,792,835	2,831,300	2,896,995	2,847,472	
Appeals & Petitions	39,566	54,100	34,220	40,320	
Code Compliance	2,079,995	2,225,500	1,971,465	1,885,200	
Public Safety	3,135,207	3,114,060	3,403,792	4,256,430	
Subscriptions and Information	747	1,900	2,100	800	
Work for Others	44,642	22,026	50,423	70,500	
Central Stores	795	450	540	1,700	
Recreation Fees	565,906	570,452	559,224	557,373	
	<u>8,659,693</u>	<u>8,819,788</u>	<u>8,918,759</u>	<u>9,659,795</u>	9.5%
Fines & Forfeitures	3,284,567	3,764,100	2,828,269	2,441,420	-35.1%
<u>Interest &amp; Rents</u>					
Interest Income	179,162	553,000	100,300	101,000	
Rental Income	31,125	30,000	18,000	18,000	
	<u>210,287</u>	<u>583,000</u>	<u>118,300</u>	<u>119,000</u>	-79.6%
<u>Return on Equity</u>					
Board of Water and Light	10,485,037	12,000,000	11,713,000	12,500,000	
Sewer Fund	300,000	300,000	300,000	300,000	
	<u>10,785,037</u>	<u>12,300,000</u>	<u>12,013,000</u>	<u>12,800,000</u>	4.1%
<u>Other Revenues</u>					
Sale of Fixed Assets	689	10,000	1,204,837	6,000	
Donations & Contributions	111,331	37,800	29,880	31,250	
Miscellaneous	181,123	151,500	127,900	129,100	
	<u>293,143</u>	<u>199,300</u>	<u>1,362,617</u>	<u>166,350</u>	-16.5%
Total General Fund Revenues before Capital Fund Transfers	<u>106,613,861</u>	<u>109,121,000</u>	<u>109,698,969</u>	<u>99,427,000</u>	-8.9%
Transfers from Capital Funds	1,531,865	300,000	348,000	48,000	-84.0%
Total General Fund Revenues	<u>108,145,726</u>	<u>109,421,000</u>	<u>110,046,969</u>	<u>99,475,000</u>	-9.1%

# How the Money Is Spent

## FY 2011/2012 General Fund Budget

**\$99,475,000**



**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**General Fund Summary**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning General Fund Balance</b>	5,076,237	491,793	491,793	858,359	
<b>Beginning Budget Stab. Fund Balance</b>	5,728,059	5,728,059	5,728,059	5,728,059	
<b>Total General Fund Reserves</b>	10,804,296	6,219,852	6,219,852	6,586,418	
<b>Revenues (detail on previous page)</b>	108,145,726	109,421,000	110,046,969	99,475,000	
<b><u>Expenditures:</u></b>					
Council	569,938	601,683	601,083	531,380	-11.7%
City TV	190,440	-	-	-	
Internal Audit	140,606	145,710	145,710	148,335	1.8%
District Court	5,109,738	4,923,177	4,782,747	4,289,830	-12.9%
Circuit Court Building Rental	121,267	142,250	129,230	133,270	-6.3%
Mayor's Office	692,250	705,042	677,542	629,730	-10.7%
Office of Community Media	-	187,406	230,825	253,570	35.3%
City Clerk's Office	820,243	819,812	801,255	817,970	-0.2%
Planning & Neighborhood Development	3,372,362	3,112,383	2,935,273	2,207,000	-29.1%
Finance	10,113,457	9,698,704	9,395,531	9,767,420	0.7%
Human Resources	1,699,184	1,687,770	1,663,925	1,475,640	-12.6%
City Attorney's Office	1,338,553	1,268,920	1,192,705	1,176,080	-7.3%
Vacancy Factor	-	(1,500,000)	-	(800,000)	-46.7%
Police	33,843,508	33,112,100	33,108,027	30,029,430	-9.3%
Fire	29,598,682	28,996,301	29,758,859	26,541,930	-8.5%
Public Service	5,748,672	6,231,998	5,770,413	6,054,830	-2.8%
Human Relations & Community Services	638,229	664,770	670,494	644,040	-3.1%
Parks & Recreation	8,030,511	7,644,146	7,280,966	6,938,900	-9.2%
Human Services	1,354,533	1,435,000	1,616,237	1,260,000	-12.2%
Non-Departmental Expenditures:					
Library Building Rental	152,110	160,000	150,000	155,000	-3.1%
Operating Subsidies to Other Funds	3,493,177	2,858,252	3,104,263	3,197,645	11.9%
City Supported Agencies	259,400	48,400	48,400	321,400	564.0%
Capital Improvements	1,709,015	2,115,500	2,115,500	1,515,000	-28.4%
Debt Service	3,734,708	4,361,676	3,501,416	2,186,600	-49.9%
<b>Total Expenditures</b>	112,730,583	109,421,000	109,680,402	99,475,000	-9.1%
<b>Fund Balance Increase/(Decrease)</b>	(4,584,857)	-	366,566	-	
<b>Total Ending Reserves</b>	6,219,439	6,219,852	6,586,418	6,586,418	5.9%
<b>General Fund Reserves as a Percent of Revenues</b>	5.8%	5.7%	6.0%	6.6%	
<b>Fund Balance Restrictions</b>	(380,807)	(400,000)	(400,000)	(400,000)	
<b>Unrestricted Ending Reserves</b>	5,838,632	5,819,852	6,186,418	6,186,418	
<b>Unrestricted Reserves as a Percent of Revenues</b>	5.4%	5.3%	5.6%	6.2%	

Information regarding the budget for each of the departments listed above is contained in the Department Summary section of this document.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Major Streets Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Fund Balance</b>	5,159,206	4,515,686	4,515,686	3,186,367	
<b><u>Revenues</u></b>					
Gas & Weight Tax Receipts	5,991,660	6,030,000	6,033,780	6,035,000	0.08%
Utility Permit Fees (Metro Act)	398,850	398,000	398,000	398,000	0.00%
State Trunkline & Utility Cut Reimbursements	1,014,730	1,137,331	887,827	1,010,317	-11.17%
Interest Income	17,314	25,000	14,000	2,000	-92.00%
Miscellaneous Revenue	56,702	66,040	40,585	19,000	-71.23%
Use of Existing Bond Proceeds	3,162,795	-	3,115,766	825,883	
Transfer from General Fund	389,384	385,156	385,156	-	-100.00%
<b>Total Revenues</b>	<b>11,031,435</b>	<b>8,041,527</b>	<b>10,875,113</b>	<b>8,290,200</b>	<b>3.09%</b>
<b><u>Expenditures</u></b>					
<b><u>Capital</u></b>					
Major Maintenance	4,495,774	1,070,000	5,060,650	1,192,500	11.4%
Debt Service	545,378	566,868	546,127	609,479	7.5%
<b>Subtotal - Capital</b>	<b>5,041,152</b>	<b>1,636,868</b>	<b>5,606,776</b>	<b>1,801,979</b>	<b>10.1%</b>
<b><u>Operating</u></b>					
Administration & Engineering	830,065	1,274,703	1,239,905	1,315,588	3.2%
Routine Road Maintenance	1,555,170	2,301,206	1,883,741	2,020,451	-12.2%
Bridge Maintenance	23,803	52,972	51,094	68,510	29.3%
Winter Maint. - Snow Removal	683,486	1,184,493	714,349	1,001,648	-15.4%
Trunkline Maintenance	386,387	627,100	578,920	610,200	-2.7%
Traffic Administration	106,489	25,000	32,998	25,000	0.0%
Traffic Maintenance	1,148,403	926,708	1,171,649	609,500	-34.2%
<b>Subtotal - Operating</b>	<b>4,733,803</b>	<b>6,392,182</b>	<b>5,672,656</b>	<b>5,650,897</b>	<b>-11.6%</b>
Transfer to Local Streets Fund	1,900,000	1,090,000	925,000	2,769,424	154.1%
<b>Total Expenditures</b>	<b>11,674,955</b>	<b>9,119,050</b>	<b>12,204,433</b>	<b>10,222,300</b>	<b>12.1%</b>
Fund Balance Increase/(Decrease)	(643,520)	(1,077,523)	(1,329,319)	(1,932,100)	
<b>Ending Fund Balance</b>	<b>4,515,686</b>	<b>3,438,163</b>	<b>3,186,367</b>	<b>1,254,267</b>	<b>-63.5%</b>
Amount Designated for Projects	(3,189,761)				
Less: Amounts Held for Inventories	(1,050,623)			(1,050,623)	
<b>Available Fund Balance</b>	<b>275,302</b>			<b>203,644</b>	
Available Fund Balance as a Percent of Operational Revenues	2.6%			15.1%	

This page is a presentation of the projected results of operations for Major Street (main artery road) operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Major Street Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Local Streets Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Fund Balance</b>	1,213,236	1,373,552	1,373,552	195,635	
<b><u>Revenues</u></b>					
Gas & Weight Tax Receipts	1,753,823	1,705,000	1,758,736	1,755,000	2.9%
Utility Permit Fees (Metro Act)	-	-	-	-	
State Trunkline & Utility Cut Reimbursements	655,464	712,837	626,421	521,190	-26.9%
Interest Income	739	22,000	1,396	-	-100.0%
Transfer from General Fund	1,428,551	1,219,660	1,219,660	350,000	
Transfer from Major Streets Fund	1,900,000	1,090,000	925,000	2,769,424	154.1%
Use of Existing Bond Proceeds	2,928,885	-	1,650,710	-	
<b>Total Revenues</b>	<b>8,667,462</b>	<b>4,749,497</b>	<b>6,181,923</b>	<b>5,395,614</b>	<b>13.6%</b>
<b><u>Expenditures</u></b>					
<b><u>Capital</u></b>					
Major Maintenance	3,407,214	-	1,988,623	75,000	100.0%
Debt Service	1,153,195	1,220,160	1,210,630	1,355,098	11.1%
<b>Subtotal - Capital</b>	<b>4,560,409</b>	<b>1,220,160</b>	<b>3,199,254</b>	<b>1,430,098</b>	
<b><u>Operating</u></b>					
Administration & Engineering	683,003	823,116	820,289	931,444	13.2%
Surface Maintenance	2,497,127	2,536,409	2,514,435	2,385,064	-6.0%
Winter Maintenance	468,255	597,891	652,708	532,194	-11.0%
Traffic Administration	79,413	10,000	26,750	10,000	0.0%
Traffic Maintenance	218,939	186,224	146,405	113,000	-39.3%
<b>Subtotal - Operating</b>	<b>3,946,737</b>	<b>4,153,640</b>	<b>4,160,586</b>	<b>3,971,702</b>	<b>-4.4%</b>
<b>Total Expenditures</b>	<b>8,507,146</b>	<b>5,373,800</b>	<b>7,359,840</b>	<b>5,401,800</b>	<b>0.5%</b>
 Fund Balance Increase/(Decrease)	 160,316	 (624,303)	 (1,177,917)	 (6,186)	
<b>Ending Fund Balance</b>	<b>1,373,552</b>	<b>749,249</b>	<b>195,635</b>	<b>189,449</b>	<b>-74.7%</b>
Amount Designated for Projects	(893,475)				
<b>Available Fund Balance</b>	<b>480,077</b>				
Available Fund Balance as a Percent of Operational Revenues	5.5%			3.5%	

This page is a presentation of the projected results of operations for Local (local access) Street operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Local Street Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**911 Dispatch Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Fund Balance</b>	102,037	1,344	1,344	150,305	
<b><u>Revenues</u></b>					
Grants	-	-	-	-	
Cost-Sharing - Ingham County	5,230,130	5,183,218	5,183,218	5,524,250	6.6%
Transfer from General Fund	-	261,422	261,422	140,445	-46.3%
<b>Total Revenues</b>	<u>5,230,130</u>	<u>5,444,640</u>	<u>5,444,640</u>	<u>5,664,695</u>	4.0%
<b>Expenditures</b>	<u>5,330,823</u>	<u>5,444,640</u>	<u>5,295,679</u>	<u>5,815,000</u>	6.8%
Fund Balance Increase/(Decrease)	(100,693)	-	148,961	(150,305)	
<b>Ending Fund Balance</b>	1,344	1,344	150,305	-	-100.0%
Fund Balance as a Percent of Operational Revenues	0.0%	0.0%	2.8%	0.0%	

This page is a presentation of the projected results of operations for 911 Dispatch operations. For narrative information of operations and a more detailed view of expenditures, please refer to the 911 Dispatch Fund in the Department Summary section, under the Police Department.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Drug Law Enforcement Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Fund Balance</b>	355,347	479,209	479,209	170,049	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	565,534	900,000	300,000	850,000	-5.6%
Contributions from Local Units	-	-	-	-	
Interest Income	3,078	4,000	91	500	-87.5%
<b>Total Revenues</b>	<u>568,612</u>	<u>904,000</u>	<u>300,091</u>	<u>850,500</u>	<u>-5.9%</u>
<b><u>Expenditures</u></b>					
Special Operations Section (LPD)	444,750	538,120	609,251	841,300	56.3%
<b>Total Expenditures</b>	<u>444,750</u>	<u>538,120</u>	<u>609,251</u>	<u>841,300</u>	<u>56.3%</u>
 Fund Balance Increase/(Decrease)	 123,862	 365,880	 (309,160)	 9,200	
<b>Ending Fund Balance</b>	479,209	845,089	170,049	179,249	-78.8%

This page is a presentation of the projected results of operations for Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Drug Law Enforcement Fund in the Department Summary section, under the Police Department.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Drug Law Enforcement - Tri-County Metro Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Fund Balance</b>	470,610	475,305	475,305	484,342	
<b><u>Revenues</u></b>					
Drug Forfeiture Revenues	728,659	335,000	165,000	200,000	-40.3%
Contributions from Local Units	435,655	435,000	435,000	229,855	-47.2%
Grant Revenue	393,325	-	23,221	-	
Interest Income	5,299	2,805	-	245	-91.3%
Operating Transfers	59,178	-	-	-	
<b>Total Revenues</b>	<u>1,622,116</u>	<u>772,805</u>	<u>623,221</u>	<u>430,100</u>	-44.3%
<b><u>Expenditures</u></b>					
Ingham-Eaton-Clinton Task Force	1,617,421	772,805	614,185	430,100	-44.3%
<b>Total Expenditures</b>	<u>1,617,421</u>	<u>772,805</u>	<u>614,185</u>	<u>430,100</u>	-44.3%
 Fund Balance Increase/(Decrease)	 4,695	 -	 9,037	 -	
<b>Ending Fund Balance</b>	475,305	475,305	484,342	484,342	1.9%

This page is a presentation of the projected results of operations for Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Drug Law Enforcement - Tri-County Metro Special Revenue Fund in the Department Summary section, under the Police Department.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Building Safety Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Fund Balance</b>	-	1	1	-	
<b><u>Revenues</u></b>					
Licenses & Permits	1,200,808	1,599,500	1,263,273	1,372,400	-14.2%
Charges for Services	9,601	7,900	5,603	6,200	-21.5%
Miscellaneous	8	-	-	-	
Transfer from General Fund	744,122	349,000	595,660	437,400	25.3%
Total Revenues	<u>1,954,539</u>	<u>1,956,400</u>	<u>1,864,536</u>	<u>1,816,000</u>	-7.2%
<b>Expenditures</b>	<u>1,954,538</u>	<u>1,956,400</u>	<u>1,864,536</u>	<u>1,816,000</u>	-7.2%
Fund Balance Increase/(Decrease)	1	-	-	-	
<b>Ending Fund Balance</b>	1	1	-	-	

This page is a presentation of the projected results of operations for Building Safety operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Building Safety Fund in the Department Summary section, under Planning and Neighborhood Development.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Federal Entitlement Grant Special Revenue Funds**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 Projected <u>Projected</u>	FY 2012 Proposed <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>					
<b><u>Revenues</u></b>					
Federal Grants	1,798,300	2,195,131	2,195,131	2,282,150	4.0%
Program Income	58,437	-	-	-	
Total CDBG Revenues	<u>1,856,737</u>	<u>2,195,131</u>	<u>2,195,131</u>	<u>2,282,150</u>	4.0%
<b><u>Expenditures</u></b>					
General Administration	402,390	439,000	439,000	456,000	3.9%
Single Family Rehab Program	1,017,969	900,000	900,000	1,078,473	19.8%
Property Acquisition	16,258	100,000	100,000	73,430	-26.6%
Public Improvements	388	127,131	127,131	5,000	-96.1%
Neighborhood Community Services	256,562	329,000	329,000	469,247	42.6%
Economic Development	132,873	200,000	200,000	100,000	-50.0%
Weatherization	30,300	100,000	100,000	100,000	0.0%
Total CDBG Expenditures	<u>1,856,740</u>	<u>2,195,131</u>	<u>2,195,131</u>	<u>2,282,150</u>	4.0%
<b>HOME GRANT</b>					
<b><u>Revenues</u></b>					
Federal Grants	1,020,871	929,849	2,579,495	881,760	-5.2%
Program Income	22,863	-	3,173	-	
Total HOME Grant Revenues	<u>1,043,734</u>	<u>929,849</u>	<u>2,582,668</u>	<u>881,760</u>	-5.2%
<b><u>Expenditures</u></b>					
General Administration	76,742	92,000	115,729	87,999	-4.3%
Single Family Building Rehab	554,067	400,000	943,899	400,000	0.0%
HOME Rehab. LISC & HRC	412,923	437,849	1,523,039	393,761	-10.1%
Total HOME Expenditures	<u>1,043,732</u>	<u>929,849</u>	<u>2,582,668</u>	<u>881,760</u>	-5.2%
<b>EMERGENCY SHELTER GRANT (ESG)</b>					
<b><u>Revenues</u></b>					
Federal Grants	207,618	96,357	99,096	91,388	-5.2%
Total ESG Revenues	<u>207,618</u>	<u>96,357</u>	<u>99,096</u>	<u>91,388</u>	-5.2%
<b><u>Expenditures</u></b>					
Emergency Shelter Operations	207,618	96,357	99,096	91,388	-5.2%
Total ESG Expenditures	<u>207,618</u>	<u>96,357</u>	<u>99,096</u>	<u>91,388</u>	-5.2%

This page is a presentation of the projected results of operations for the City's Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant (ESG) operations. For narrative information of operations and a more detailed view of expenditures, please refer to Planning and Neighborhood Development in the Department Summary section.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Cooley Law School Stadium Special Revenue Fund**

	<u>FY 2010 Actual</u>	<u>FY 2011 Adopted Budget</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Proposed</u>	<u>% Change FY11 Adopted FY12 Proposed</u>
<b>Beginning Fund Balance</b>	23,610	22,607	22,607	23,021	
<b><u>Revenues</u></b>					
Operating Revenues	256,353	280,500	250,000	250,000	-10.9%
Olds Park Stadium Naming Rights	129,000	115,000	120,000	125,000	8.7%
Interest Income	(299)	300	(702)	-	
Transfer from General Fund	800,000	609,200	609,200	526,800	
<b>Total Revenues</b>	<u>1,185,054</u>	<u>1,005,000</u>	<u>978,498</u>	<u>901,800</u>	-10.3%
<b><u>Expenditures</u></b>					
Operating	79,277	60,000	33,684	6,000	-90.0%
Debt Service	1,106,780	945,000	944,400	895,800	-5.2%
<b>Total Expenditures</b>	<u>1,186,057</u>	<u>1,005,000</u>	<u>978,084</u>	<u>901,800</u>	-10.3%
 Fund Balance Increase/(Decrease)	 (1,003)	 -	 414	 -	
<b>Ending Fund Balance</b>	22,607	22,607	23,021	23,021	2%
 Fund Balance as a Percent of Operational Revenues	 1.9%	 2.2%	 2.4%	 2.6%	

This page is a presentation of the projected results of operations for City support of Olds Park stadium operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Stadium Fund in the Department Summary section.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Municipal Parking System Enterprise Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Working Capital</b>	11,490,678	11,829,129	11,829,129	9,746,877	
<b><u>Revenues</u></b>					
Parking Revenue	6,692,785	6,373,340	6,396,157	6,114,475	-4.1%
Baseball Revenue	50,737	20,000	31,542	58,000	190.0%
Parking Fines	651,186	570,000	300,000	500,000	-12.3%
Interest	72,745	100,000	41,636	100,000	0.0%
Capital Lease Payment	3,990,000	4,140,000	3,120,000	2,995,000	-27.7%
Other Revenue	1,535,029	-	(42,000)	-	
<b>Total Revenues</b>	<b>12,992,482</b>	<b>11,203,340</b>	<b>9,847,335</b>	<b>9,767,475</b>	<b>-12.8%</b>
<b><u>Expenditures</u></b>					
Administration	1,413,844	1,502,262	1,250,133	1,850,295	23.2%
Operations	743,018	676,817	564,936	854,414	26.2%
Maintenance	1,170,339	906,820	1,495,671	2,318,548	155.7%
South Grand Avenue Ramp	49,123	-	-	-	N/A
South Capital Avenue Ramp	991,943	847,080	1,001,406	600,089	-29.2%
North Grand Avenue Ramp	991,754	368,780	650,742	572,090	55.1%
North Capital Avenue Ramp	281,714	962,200	400,184	976,730	1.5%
Townsend Street Ramp	233,870	370,100	364,028	277,700	-25.0%
Baseball Operations	28,380	34,841	36,357	38,500	10.5%
Debt Service	6,750,046	6,165,000	6,166,128	6,039,209	-2.0%
<b>Total Expenditures</b>	<b>12,654,031</b>	<b>11,833,900</b>	<b>11,929,586</b>	<b>13,527,575</b>	<b>14.3%</b>
 Working Capital Increase/(Decrease)	 338,451	 (630,560)	 (2,082,252)	 (3,760,100)	
<b>Ending Working Capital</b>	<b>11,829,129</b>	<b>11,198,569</b>	<b>9,746,877</b>	<b>5,986,777</b>	<b>-46.5%</b>

This page is a presentation of the projected results of operations for Parking operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Parking Fund in the Department Summary section, under Planning and Neighborhood Development.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Sewage Disposal System Enterprise Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 Projected <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Working Capital</b>	2,579,481	16,787,386	16,787,386	17,444,049	
<b><u>Revenues</u></b>					
Sewer Charges	28,159,413	27,140,000	29,067,940	29,662,448	9.3%
Interest Income	4,598	50,000	30,000	13,000	-74.0%
Low Income Credit	(588)	(5,000)	(1,295)	(5,000)	0.0%
Miscellaneous Income	396,027	10,000	50,000	15,000	50.0%
Grant Revenue	11,887,299	-	-	-	
Existing Bond Proceeds	2,500,855	3,554,100	4,902,040	600,000	
Transfer from General Fund	-	815,000	-	-	-100.0%
<b>Total Revenues</b>	<b>42,947,604</b>	<b>31,564,100</b>	<b>34,048,685</b>	<b>30,285,448</b>	<b>-4.1%</b>
<b><u>Expenditures</u></b>					
Administration & General	8,765,871	10,409,019	10,069,399	10,462,072	0.5%
Sewer Maintenance	1,784,586	1,988,143	1,717,802	2,271,528	
Pumping Stations	1,170,288	1,215,202	1,132,453	1,268,119	4.4%
Industrial Laboratory	217,861	235,840	155,400	208,095	-11.8%
Return on Equity - General Fund	300,000	300,000	300,000	300,000	0.0%
<b>Total Expenses</b>	<b>12,238,606</b>	<b>14,148,204</b>	<b>13,375,054</b>	<b>14,509,814</b>	<b>2.6%</b>
Debt Service	15,340,523	17,405,896	17,567,240	17,620,586	1.2%
Capital Projects	1,160,569	710,000	2,449,728	1,150,000	62.0%
<b>Total Budgeted Uses</b>	<b>28,739,698</b>	<b>32,264,100</b>	<b>33,392,022</b>	<b>33,280,400</b>	<b>3.1%</b>
Working Capital Increase/(Decrease)	14,207,905	(700,000)	656,663	(2,994,952)	
<b>Ending Working Capital</b>	<b>16,787,386</b>	<b>16,087,386</b>	<b>17,444,049</b>	<b>14,449,097</b>	

This page is a presentation of the projected results of operations of the City's sanitary sewer operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Sewer Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Refuse Disposal System Enterprise Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Working Capital</b>	123,181	349,552	349,552	427,057	
<b><u>Revenues</u></b>					
Operating Income	1,676,364	1,492,240	1,529,695	1,546,395	3.6%
Interest Income	172	2,160	-	2,500	
Total Revenues	<u>1,676,536</u>	<u>1,494,400</u>	<u>1,529,695</u>	<u>1,548,895</u>	3.6%
<b><u>Expenditures</u></b>					
Bag Refuse Disposal	1,450,165	1,494,400	1,452,190	1,584,145	6.0%
Total Expenditures	<u>1,450,165</u>	<u>1,494,400</u>	<u>1,452,190</u>	<u>1,584,145</u>	6.0%
Working Capital Increase/(Decrease)	226,371	-	77,505	(35,250)	
<b>Ending Working Capital</b>	349,552	349,552	427,057	391,807	

This page is a presentation of the projected results of operations of the City's garbage collection operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Garbage and Refuse Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Municipal Recycling Enterprise Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Working Capital</b>	1,309,305	1,184,073	1,184,073	953,510	
<b><u>Revenues</u></b>					
Operating Income	2,572,823	2,591,292	2,588,395	2,649,649	2.25%
Sale of Recycled Materials	78,486	60,945	32,511	70,000	14.86%
Interest Income	4,958	2,000	826	3,000	50.00%
Total Revenues	<u>2,656,267</u>	<u>2,654,237</u>	<u>2,621,732</u>	<u>2,722,649</u>	2.58%
<b><u>Expenditures</u></b>					
Bulk Refuse Disposal	1,312,192	1,565,429	1,370,304	1,555,489	-0.63%
Composting	893,339	1,139,795	1,029,527	1,189,839	4.39%
Transfer Station	268,812	-	-	-	0.00%
Promotion, Education, & Marketing	307,156	473,476	452,464	375,702	-20.65%
Capital	-	-	-	250,000	
Total Expenditures	<u>2,781,499</u>	<u>3,178,700</u>	<u>2,852,295</u>	<u>3,371,030</u>	6.05%
Working Capital Increase/(Decrease)	(125,232)	(524,463)	(230,563)	(648,381)	
<b>Ending Working Capital</b>	1,184,073	659,610	953,510	305,129	-53.74%

This page is a presentation of the projected results of operations of the City's recycling operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Recycling Fund in the Department Summary section, under the Public Service Department.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Municipal Cemeteries Enterprise Fund**

	<u>FY 2010 Actual</u>	<u>FY 2011 Adopted Budget</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Proposed</u>	<u>% Change FY11 Adopted FY12 Proposed</u>
<b>Beginning Working Capital</b>	139,934	180,367	180,367	180,367	
<b><u>Revenues</u></b>					
Cemetery Service Revenue	126,985	145,366	134,850	126,980	-12.6%
Sale of Lots	95,460	112,100	98,750	96,270	-14.1%
Other	4,528	1,500	5,963	4,530	202.0%
Transfer from Perpetual Care	9,697	16,300	15,000	9,000	-44.8%
Transfer from Parks Millage Fund	-	-	-	301,420	
Transfer from General Fund	463,180	451,334	451,334	-	-100.0%
<b>Total Revenues</b>	<b>699,850</b>	<b>726,600</b>	<b>705,896</b>	<b>538,200</b>	<b>-25.9%</b>
<b><u>Expenditures</u></b>					
Administration	273,917	300,217	285,531	169,535	-43.5%
Cemetery Paid Services	112,565	118,731	120,616	64,909	-45.3%
Cemetery Ground Maintenance	253,483	307,652	289,749	293,756	-4.5%
Transfer to Perpetual Care Fund	19,452	-	10,000	10,000	0.0%
<b>Total Expenditures</b>	<b>659,417</b>	<b>726,600</b>	<b>705,896</b>	<b>538,200</b>	<b>-25.9%</b>
 Working Capital Increase/(Decrease)	 40,433	 -	 -	 -	
<b>Ending Working Capital</b>	<b>180,367</b>	<b>180,367</b>	<b>180,367</b>	<b>180,367</b>	

This page is a presentation of the projected results of operations for the operations of the City's Evergreen, Mt. Hope, and North Cemetery operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Cemetery Fund in the Department Summary section, under Parks and Recreation.

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Municipal Golf Courses Enterprise Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Working Capital</b>	(55,382)	(133,536)	(133,536)	4,268	
<b><u>Revenues</u></b>					
Greens Fees	293,667	311,000	296,500	288,000	-7.4%
Equipment Rentals	111,251	107,000	106,701	109,000	1.9%
Concessions	15,656	14,000	16,505	14,500	3.6%
Driving Range	17,784	-	-	-	0.0%
Other Revenue	(43)	-	3,523	100	100.0%
Transfers In - General Fund	55,382	-	-	-	100.0%
Transfers In - Parks Millage	256,000	275,000	460,583	300,000	9.1%
Total Revenues	<u>749,697</u>	<u>707,000</u>	<u>883,811</u>	<u>711,600</u>	0.7%
<b><u>Expenditures</u></b>					
Groesbeck Golf Course	655,833	662,000	687,124	653,600	-1.3%
Red Cedar Golf Course	1,847	-	883	-	0.0%
Sycamore Golf Course	170,171	45,000	58,000	58,000	28.9%
Total Expenditures	<u>827,851</u>	<u>707,000</u>	<u>746,007</u>	<u>711,600</u>	0.7%
Working Capital Increase/(Decrease)	(78,154)	-	137,804	-	
<b>Ending Working Capital</b>	(133,536)	(133,536)	4,268	4,268	

This page is a presentation of the projected results of operations for the operations of the City's Groesbeck and Sycamore golf course operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Golf Fund in the Department Summary section, under Parks and Recreation.

(This page intentionally left blank)

# **Department Summaries**

## **City Council**

As the City's legislative branch, the City Council is responsible for the adoption and amendment of ordinances in accordance with the City Charter and State law. It is also charged with establishment of City Policy which is usually accomplished through the adoption of resolutions, and with oversight and investigatory powers. At weekly Council and Council Committee meetings, Council reviews proposals from the Administration and offers citizens an opportunity to make suggestions for the improvement of the City and City operations. The City Council, as required by Charter, adopts the annual City budget, designating appropriations and the amount to be raised by taxation for general purposes and for which payment of principal and interest on its indebtedness. The Council also works directly with other governmental, business, and community groups to resolve regional and neighborhood issues.

## CITY COUNCIL

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	480,026	469,983	468,383	414,584	-11.8%
Operating	88,094	121,700	122,700	106,796	-12.2%
Capital	1,818	10,000	10,000	10,000	0.0%
Total	<u>569,938</u>	<u>601,683</u>	<u>601,083</u>	<u>531,380</u>	-11.7%

### **Summary of Significant Changes:**

In light of the current economic circumstances, staffing for City Council will be reduced by one position. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## **INTERNAL AUDIT**

### Mission and Role

The Internal Auditor is established by City Charter to review the City's financial compliance in accordance with Council policy. The Internal Auditor works under the direction of the City Council in reviewing external audits of financial Transactions and procedures. The Internal Auditor also performs routine audits of other City business. The Internal Auditor is appointed by and is responsible to the City Council.

## INTERNAL AUDIT

	FY 2010	FY 2011	FY 2011	FY 2012	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Proposed</u>	<u>FY11 Adopted</u>
<b><u>Department Appropriation</u></b>		<u>Budget</u>			<u>FY12 Proposed</u>
Personnel	136,298	136,161	136,161	146,090	7.3%
Operating	4,308	8,049	8,049	2,245	-72.1%
Capital	-	1,500	1,500	-	
Total	140,606	145,710	145,710	148,335	1.8%

### **Summary of Significant Changes:**

Internal Audit will be moved to the same location as City Council, resulting in operational cost reductions. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## **Mayor's Office**

### **Mission Statement**

As Lansing's Chief Executive Officer, the Mayor's mission is to exercise supervision and coordination over the various Departments of City government, and provide that the laws, ordinances and regulations of the City are enforced. The Mayor is also empowered under the City Charter to suppress disorder and enforce the laws of the State, and is charged with the duty to make proposals to the Council for meeting the needs and addressing the problems of the City. Other duties, subject to delegation, include the development and preparation of the budget, response to audit reports, management of real property, reducing discrimination and promoting mutual understanding, annually reporting on affirmative action status, and citizen complaint investigation and response. Mayor's Office staff work with Council committees to respond to informational needs and concerns, respond to citizen inquiries and complaints, and work with residents and citizen groups for City improvement and to implement City initiatives.

The Mayor's Office coordinates the implementation of the LansingStat management evaluation program to promote the efficient and cost-effective provision of essential City services. The Mayor's Office supports the activities of the Greater Lansing Go Green! Initiative to promote local and regional efforts to conserve energy, reduce carbon emissions and increase the use of renewable energy. The Mayor's Office also supports the activities of the Office of Community and Faith-Based Initiatives, the Mayor's Commission on Celebrating Diversity, the Mayor's Neighborhood Advisory Council, the Lansing Regional Sister Cities Commission, and a variety of community-based task forces that focus on key policy areas, including health and fitness, drug-free youth, and creating a more walkable, bikeable community.

## MAYOR'S OFFICE

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	599,971	610,352	601,790	545,700	-10.6%
Operating	92,279	94,690	75,752	84,030	-11.3%
Capital	-	-	-	-	
Total	<u>692,250</u>	<u>705,042</u>	<u>677,542</u>	<u>629,730</u>	-10.7%

### **Summary of Significant Changes:**

The Mayor's Office currently has five full-time positions, including the mayor. This staffing level is proposed to continue for FY 2012. Miscellaneous operating expenses are reduced by 10%, promotions by 50% and fuel costs by 80%. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## **OFFICE OF COMMUNITY MEDIA**

### **Mission Statement**

The Office of Community Media (OCM) administers the City's Public, Educational and Government (PEG) digital media network, including management of day-to-day operations of City TV and Lansing's Public Access Channel (PAC). The OCM is also responsible for developing and implementing strategies to build community capacity in the production of local origination programming; creating and managing partnerships that leverage the PEG network to foster educational and career opportunities for Lansing residents in digital media, broadcasting and related fields; and leading efforts to collaborate with regional partners toward the establishment of a regional Community Media Center.

## OFFICE OF COMMUNITY MEDIA

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	-	177,406	179,325	195,295	10.1%
Operating	-	10,000	51,500	58,275	482.8%
Capital	-	-	-	-	
Total	-	187,406	230,825	253,570	35.3%

### **Summary of Significant Changes:**

The Office of Community Media currently has two full-time positions. This staffing level is proposed to continue for FY 2012. Miscellaneous operating expenses are increased for FY 2012 (pending for FY 2011) through the appropriation of restricted PEG revenues received from AT&T. This change reflects the expanded scope of OCM responsibilities, including management of the city's Public Access Channel and a new Public Media Center, as compared to the previous City TV office. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## **CITY CLERK**

### **Mission Statement:**

The Office of the City Clerk is responsible for the orderly conduct of all elections in the City of Lansing and for the processing of all voter registration records of its citizens. The City Clerk oversees the proper maintenance of records for the City, and prepares Agendas and printed Proceedings for the Lansing City Council. A number of business licenses are processed through the Office of the City Clerk, including the regulation of Peddlers & Transient Merchants, Vehicles for Hire, and Cabarets. The City Clerk serves as the recording secretary to the Board of Ethics, and administers all oaths required for municipal purposes by law.

## CITY CLERK'S OFFICE

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	657,712	674,856	661,167	624,827	-7.4%
Operating	152,727	134,956	130,088	193,043	43.0%
Capital	9,804	10,000	10,000	100	
Total	<u>820,243</u>	<u>819,812</u>	<u>801,255</u>	<u>817,970</u>	-0.2%

### **Summary of Significant Changes:**

The City Clerk's Office currently has five full-time positions, with a sixth vacant position recently converted to part-time. This staffing level is proposed for FY 2012, which will be a State and local election year. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## **54-A DISTRICT COURT**

### Mission and Role

The mission of the 54-A District Court is to provide access to trial court services for all persons as needed, employing available resources and working in partnership with the community to afford efficient and courteous service. This mission is carried out through efficient case flow management from pre-adjudication to post-adjudication; conducting arraignments, preliminary felony exams, trials, sentencing, and probation; including operating full service divisions (Traffic, Civil, Criminal, and Probation).

The District Court handles four types of cases: (1) Criminal (misdemeanors and felonies reduced to misdemeanors); (2) Civil (small claims jurisdiction up to \$3,000, general civil jurisdiction up to \$25,000, and landlord-tenant disputes); (3) traffic violations (formal and informal hearings); and (4) City Ordinance violations.

For the majority of its cases, the District Court works with the Ingham County Prosecutor's Office, the Office of the City Attorney, the Lansing Police Department, and the Department of Planning & Neighborhood Development's Building Division. The Parking Bureau and the District Court have an integrated system for processing parking tickets. Additional support services provided by City of Lansing staff include finance, budgeting, personnel, information technology, operational services, and building maintenance.

The District Court Fund and budget are self-contained operations. The District Court budget expenditure and the Court-related revenue are accounted for in a separate fund during the fiscal year, and then both expenditures and revenues are returned to the General Fund at June 30. This accounting convention effectively makes the Court a General Fund agency, with special budget considerations attached to its status as the judicial branch of government.

## COURTS

### 54-A District Court & Probation

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	4,615,257	4,317,142	4,264,097	3,691,275	-14.5%
Operating	491,788	606,035	518,650	593,555	-2.1%
Capital	2,693	-	-	5,000	100.0%
Total	<u>5,109,738</u>	<u>4,923,177</u>	<u>4,782,747</u>	<u>4,289,830</u>	-12.9%

#### **Summary of Significant Changes:**

In an effort to address financial challenges on behalf of district court, the following options are scheduled to be implemented to preserve the standard of services the Court provides to the City of Lansing:

**1. On-Line/Web Payments:** 54-A District Court researched and plans to implement on-line/web payments during FY12. Judicial Information System (JIS) provides this functionality to courts as part of the overall service package through the State of Michigan. Since completion of the software conversion to JIS, the Court has focused on the utilization of several ad-hoc programs that enhance efficiency and productivity. On-line/web payments will provide customers of the court an additional venue for paying fines and costs as well as streamline case processing for staff due to an automatic default to close cases upon full payment.

**2. Treasury Debt Collections:** 54-A District Court will begin utilizing services of the State of Michigan Treasury for collection of monies owed to the court that have been deemed uncollectable by the court after the utilization of in-house collections. Treasury will conduct tax 'sweeps' to recoup funds owed to the court.

**3. Check Writing Software Implementation:** 54-A District Court will implement a check writing software program that was purchased as part of the initial package of Judicial Information Systems (JIS). This new software is integrated with the case management system and will allow staff to refund bond returns, overpayments and restitution to its customers. This functionality will also reduce the amount of processing time and resources typically placed on the financial services staff of the City of Lansing.

**4. External Collections Implementation:** 54A District Court will begin sending the hard-to-collect collection cases to GC Services, external collections agency currently used by the City of Lansing. This will allow existing staff the opportunity to focus on current cases referred for a collections payment plan.

Finally, District Court plans to continue the furlough process and eliminate vacant positions as a means of coping with a reduced budget. During times the Court is closed, the above options will allow citizens to access docket information and make electronic payments without having to physically appear at the court.

## COURTS

### Circuit Court Building Rental

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	-	-	-	-	
Operating	121,267	142,250	129,230	133,270	-6.3%
Capital	-	-	-	-	
Total	<u>121,267</u>	<u>142,250</u>	<u>129,230</u>	<u>133,270</u>	-6.3%

#### **Summary of Significant Changes:**

By State law, the City is obligated to provide a facility for the Circuit Court, which is operated by Ingham County. The budget for the Circuit Court is for facility rent only.

(This page intentionally left blank)

## **PLANNING & NEIGHBORHOOD DEVELOPMENT**

### **Mission and Roles**

The primary objective of the Planning and Neighborhood Development Department has been to stabilize the City's economic base, and, through continued planned and directed development, "grow" that base to a level capable of providing continuous support for the City's services and infrastructure. The direct service missions of the Department include Zoning, Building Safety (building, plumbing, electrical, mechanical, and plan review and inspections), Homeownership Assistance, Homeless Assistance, Rental Housing Inspection & Certification, and Nuisance Ordinance administration and enforcement.

Housing and neighborhood improvement activities and coordination are primarily handled under the City's Community Development Block Grant (CDBG) and various federal and state housing assistance programs. Planning functions include comprehensive planning, site plan review, flood plain review, zoning review, historic preservation, public improvement and economic development projects and activities.

The Department has worked very closely with the Ingham County Land Bank Fast Track Authority ("ICLBFTA") on the opportunity to bring non-contributing property back to a productive use. An expansion of the Department's relationship with the ICLBFTA now includes the Neighborhood Stabilization Programs in an effort to reclaim mortgage foreclosed properties.

Finally, the Department supports the Planning Board, Zoning Board of Appeals, Historic District Commission, and the Plumbing, Mechanical and Electrical Boards, the Building Board of Appeals, as well as numerous neighborhood organizations and nonprofit housing corporations. The Department also assists the Mayor and Council in policy-making roles.

### **Organization**

The Planning and Neighborhood Development Department consists of six separate divisions: Administration, Building Safety, Code Compliance, Planning, Parking Services Office, and Development. Divisions that are primarily "non-General Fund" are Building Safety, Development, and Parking Services.

Building Safety is operated as a Special Revenue Fund, per State Law. The traditional allocation of Community Development Block Grant Program, HOME, and the Emergency Shelter Grant Program are federally funded programs, administered by the Development Division. In addition to these programs, the Development Division also administers the Neighborhood Stabilization Program, Lead Based Paint Abatement, and the Floodplain Abatement FEMA programs

The Parking Services Office encompasses the operation of the parking system. Parking Services Office provides economical parking options for downtown workers and visitors. Enforcement of the parking regulations provides safety and turn-over parking. The Parking Services Office also assists in the economic growth of downtown Lansing by securing properties initially used for parking and that have been used for future development.

## PLANNING & NEIGHBORHOOD DEVELOPMENT DEPARTMENT SUMMARY

### Department Appropriation

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
Planning & Neighborhood					
Development - General Fund	3,372,362	3,112,383	2,935,273	2,207,000	-29.1%
Building Safety Fund	1,954,539	1,956,400	1,864,536	1,816,000	-7.2%
CDBG Fund	1,856,740	2,195,131	2,195,131	2,282,150	4.0%
HOME Grant Fund	1,043,735	929,849	2,582,668	881,760	-5.2%
Emergency Shelter Grant	207,618	96,357	99,096	91,388	-5.2%
Parking Fund	12,654,031	11,833,900	11,929,586	13,527,575	14.3%
 Total P&ND	 21,089,025	 20,124,020	 21,606,290	 20,805,873	 3.4%

### Summary of Significant Changes:

Services provided by the Planning and Neighborhood Development Department are incorporated in the City's General Fund, Building Safety, Parking, and federally-funded Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant Funds.

On a department-wide basis, a reduction of five positions is proposed for the 2012 fiscal year. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## PLANNING & NEIGHBORHOOD DEVELOPMENT

### General Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	2,625,824	2,352,127	2,195,280	1,978,450	-15.9%
Operating	400,137	297,691	277,429	228,550	-23.2%
Economic Development					
Corporation Contract	346,401	316,565	316,565	-	-22.5% <sup>(1)</sup>
EDC Contract for Arts & Culture	-	136,000	136,000	-	-11.7% <sup>(2)</sup>
Silver Bells Administration	-	10,000	10,000	-	-20.0% <sup>(2)</sup>
Capital	-	-	-	-	
Total	<u>3,372,362</u>	<u>3,112,383</u>	<u>2,935,273</u>	<u>2,207,000</u>	-29.1%

<sup>(1)</sup> The City's contract with the Lansing Economic Development Corporation (LEDC) has been moved to the Non-Departmental section of the budget book for FY 2012 with a budget of \$245,252.

<sup>(2)</sup> The City's contract with LEDC for Arts & Culture grants, as well as the City's contract with DLI for Silver Bells administration, have been moved to the Non-Departmental section of the budget book for FY 2012 with budgets of \$130,000 and \$8,000, respectively.

#### **Summary of Significant Changes:**

Funding for code compliance, planning and zoning are contained in the General Fund. Reductions in code enforcement and/or premise inspections, and planning staff levels are proposed for FY 2012. In order to mitigate further reductions in code compliance, compliance activities in low-income areas will be partially funded out of the City's Community Development Block Grant.

The Lansing Economic Development Corporation contract, previously funded out of this department, is moved to the Non-Departmental section of the budget, along with support for LEAP, Silverbells, and Arts and Culture grants.

**PLANNING & NEIGHBORHOOD DEVELOPMENT**  
**Building Safety Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	1,541,712	1,509,892	1,418,028	1,382,504	-8.4%
Operating	410,579	441,508	441,508	430,496	-2.5%
Capital	2,248	5,000	5,000	3,000	-40.0%
Transfers	-	-	-	-	
Total	<u>1,954,539</u>	<u>1,956,400</u>	<u>1,864,536</u>	<u>1,816,000</u>	-7.2%

**Summary of Significant Changes:**

The budget anticipates the reduction of two full-time positions for FY 2012, as well as the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

**PLANNING & NEIGHBORHOOD DEVELOPMENT**  
**Community Development Block Grant (CDBG)**  
**Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 <u>Adopted Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	781,945	791,448	791,448	943,686	19.2%
Operating	1,074,795	1,403,683	1,403,683	1,338,464	-4.6%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>1,856,740</u>	<u>2,195,131</u>	<u>2,195,131</u>	<u>2,282,150</u>	4.0%

**Summary of Significant Changes:**

Detailed proposals for CDBG, HOME, and Emergency Shelter grants for FY 2012 are available in the Consolidated Action plan, available on the City's website. Partial funding for code compliance activities in low-income areas is proposed to be funded from the Community Development Block Grant in order to mitigate further staffing reductions in compliance activities.

**PLANNING & NEIGHBORHOOD DEVELOPMENT**  
**HOME Grant Special Revenue Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	68,969	72,672	85,706	84,910	16.8%
Operating	974,766	857,177	2,496,961	796,850	-7.0%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>1,043,735</u>	<u>929,849</u>	<u>2,582,668</u>	<u>881,760</u>	-5.2%

**Summary of Significant Changes:**

Detailed proposals for CDBG, HOME, and Emergency Shelter grants for FY 2012 are available in the Consolidated Action plan, available on the City's website.

## PLANNING & NEIGHBORHOOD DEVELOPMENT

### Emergency Shelter Grant Special Revenue Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	-	-	-	-	
Operating	207,618	96,357	99,096	91,388	-5.2%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>207,618</u>	<u>96,357</u>	<u>99,096</u>	<u>91,388</u>	-5.2%

#### **Summary of Significant Changes:**

Detailed proposals for CDBG, HOME, and Emergency Shelter grants for FY 2012 are available in the Consolidated Action plan, available on the City's website.

## PLANNING & NEIGHBORHOOD DEVELOPMENT

### Parking Enterprise Fund

	FY 2010	FY 2011	FY 2011	FY 2012	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Proposed</u>	<u>FY11 Adopted</u> <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	2,868,449	2,187,158	1,764,880	1,887,937	-13.7%
Operating	1,504,910	1,763,242	1,676,798	2,304,929	30.7%
Capital	1,530,626	1,718,500	2,321,780	3,295,500	91.8%
Debt Service	6,750,046	6,165,000	6,166,128	6,039,209	-2.0%
Transfers	-	-	-	-	
Total	<u>12,654,031</u>	<u>11,833,900</u>	<u>11,929,586</u>	<u>13,527,575</u>	14.3%

#### **Summary of Significant Changes:**

Having undergone a significant restructuring during FY 2011, no significant changes are proposed for FY 2012. However, the budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

Continuing a five-year plan of major maintenance activities for the City's parking ramps, \$2.5 million is proposed in this budget.

## **FINANCE**

### **Mission and Roles**

The Finance Department provides administrative support to the City government. Accounting for the city's various funds and grants; processing of payables; tax reporting; preparation of the annual financial report; preparation and monitoring of the budget, banking, investment, and borrowing of funds; purchase of goods and supplies; maintenance of city facilities, vehicles and equipment; provision of information technology services; administration of the retirement system; assessing of property; and collection of income and property taxes are among core functions. There are six divisions of the Finance Department: Accounting and Budgeting, Assessing, Information Technology, Property Management and Fleet Services, Purchasing, and Treasury.

For FY12, the Department will be staffed with 91 employees and a total budget of approximately \$9 million. The workload of the department has not significantly decreased in that the need for accounting budgeting, distributing and collecting income and property tax payments, assessing and responding to property tax appeals, maintaining city buildings and fleet, purchasing, and supporting technology has not decreased. To the contrary, there is increased demand for reacting to delinquent income and property tax payers and assessment appeals, and to an increasingly aged facility inventory. There is also increased demand for better technology and other tools to enable increased efficiencies for a diminished workforce. The department will be minimally staffed to meet these demands in FY12.

The department is currently at 100 positions compared to 129 positions in 2007, and will be reduced by 9 to 91 in this budget. Increased use of technology, dedicated project management, and efficiencies gained with the opening of the consolidated garage will help meet these continuing demands with reduced staffing levels.

## FINANCE DEPARTMENT SUMMARY

### Department Appropriation

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
Finance - General Fund	10,113,457	9,698,704	9,395,531	9,767,420	0.7%
Fleet Maintenance Fund	8,065,733	7,390,360	8,650,057	6,923,738	-6.3%
Total Finance	<u>18,179,190</u>	<u>17,089,064</u>	<u>18,045,588</u>	<u>16,691,158</u>	-2.3%

### Summary of Significant Changes:

The workload of the Finance Department has significantly increased over the past year, especially in the areas of property taxpayer and assessment questions, and delinquent income and property tax collections, and that trend is expected to continue in FY 2012.

The department currently has 100 full-time positions funded. On a department-wide basis, a reduction of eleven full-time positions is proposed for the 2012 fiscal year, several of which are currently vacant. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## FINANCE DEPARTMENT General Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	7,609,689	7,250,395	6,870,087	7,349,260	1.4%
Operating	2,478,772	2,423,309	2,500,444	2,418,160	-0.2%
Capital	24,996	25,000	25,000	-	
Total	<u>10,113,457</u>	<u>9,698,704</u>	<u>9,395,531</u>	<u>9,767,420</u>	0.7%

### **Summary of Significant Changes:**

The workload of the Finance Department has significantly increased over the past year, especially in the areas of property taxpayer questions and assessment and delinquent tax collections, and that trend is expected to continue in FY 2012.

For the divisions in the General Fund, a reduction of nine full-time positions is proposed for the 2012 fiscal year, some of which are currently vacant. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## FINANCE

### Fleet Maintenance Internal Service Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	3,002,976	2,842,984	2,780,190	3,037,589	6.8%
Operating	2,716,974	3,105,038	2,543,021	2,953,911	-4.9%
Debt Service	-	-	-	-	
Capital	2,345,783	1,442,338	3,326,846	932,238	-35.4%
Transfers	-	-	-	-	
Total	<u>8,065,733</u>	<u>7,390,360</u>	<u>8,650,057</u>	<u>6,923,738</u>	-6.3%

#### **Summary of Significant Changes:**

The budget anticipates the reduction of two full-time positions for FY 2012, as well as the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period. Fewer vehicle purchases are budgeted for FY 2012 than the two previous years.

## **DEPARTMENT OF HUMAN RESOURCES**

### **Human Resources Mission**

The Department of Human Resources' mission is to provide a wide range of Personnel, Employee and Labor Relations services to City departments, employees, retirees, City unions and the Community.

The Department of Human Resources advises the Mayor on policy-related items concerning labor relations, equal employment opportunities, hiring practices, benefits and payroll, compensation and classification of positions, training and health and safety issues. The Department develops and updates policies and procedures for the City and provides a wide range of activities and customer support services to the residents of the City of Lansing, all City Departments, including Lansing City Council, 54A-District Court, Economic Development Corporation, Downtown Lansing, Inc., Lansing Police and Lansing Fire Departments respectively.

### **Employee Services**

The division is responsible for recruitment, selections, hiring, retention, compensation, various trainings and classification of all City positions.

### **Hiring and Classification**

The goal of the Hiring and Classification Section is to help the City departments with recruitment and selection practices in order to gain the best employees. The Section provides ongoing training to the department managers and supervisors in areas of hiring and selection which are critical. The training section works diligently to meet the ongoing training needs of City employees. Many training sessions are scheduled covering the areas of Employee Relations, Health and Safety, and Hiring.

### **Payroll and Benefits**

The Payroll and Benefits Section provides services to City employees and retirees. This includes an orientation program for new hires. The Section also processes compensation for all City of Lansing employees and retirees, including administration and payment of payroll.

### **Health and Safety**

The Health and Safety Section administers the City's workers' compensation program. This program for injured workers ensures the best possible employee medical care for a prompt and expedient return to work. CompOne Administrators, Inc, a division of the FDI Group located in Novi, Michigan, provided a seamless transition in 2010 to third party contract administration of the workers compensation program.

In addition, the Section administers the federally mandated Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the Department of Transportation (DOT) drug and alcohol testing and safety tracking programs. The administration and supervisory referrals to the City's Employee Assistance Program (EAP) are facilitated through the Health and Safety Section, as well as all Violence in the Workplace Prevention Policy investigations. Employee and community based initiatives/partnerships with the American Cancer Society, American Red Cross and Sparrow Health Systems, and other health system entities, provide education, family support, and vaccinations, all of which are vital to the overall health and well being of City employees and city residents.

### **Employee and Labor Relations**

The Employee and Labor Relations Division is charged with facilitating positive working relationships with the City's nine (9) collective bargaining units, primarily by resolving bargaining issues, administering the employee grievance procedure, and handling contract interpretation or changing workplace circumstances, all in the mutual interest of the City and its employees. The Division assists with the handling of matters related to Federal, State and City labor regulations and labor law compliance, as well as the investigation of internal employee discrimination and harassment complaints. The Division responds to all complaints filed with the State and/or Federal Equal Employment Opportunity Commissions (EEOC) and other regulatory agencies.

## HUMAN RESOURCES

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	1,188,006	1,151,428	1,187,340	1,041,541	-9.5%
Operating	511,178	536,342	476,585	434,099	-19.1%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>1,699,184</u>	<u>1,687,770</u>	<u>1,663,925</u>	<u>1,475,640</u>	-12.6%

### **Summary of Significant Changes:**

The Human Resources Department will continue to provide City departments and employees with support for employment related matters. The department will see significant demands placed on it as a result of the proposed reduction in staffing and the consolidation of equal opportunity functions. Due to funding constraints, workplace safety training and reporting functions will be shifted to the City's workers compensation carrier.

The department currently has eleven full-time and two part-time positions funded, where nine full-time and three part-time positions are proposed for FY 2012. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## **OFFICE OF THE CITY ATTORNEY**

### Mission Statement

The Office of the City Attorney (OCA) is dedicated to providing the highest quality legal service to the City of Lansing. The City Attorney's mission is to provide professional, knowledgeable, courteous, and dependable service to the City's elected, appointed, and administrative officials and its committees and boards. The City Attorney's goal is to equal or exceed the legal abilities of any respected private law firm in the State and to be the best possible "law firm" to the City.

Under the Charter, the City Attorney is the attorney for Lansing as a Michigan municipal corporation and is responsible to both the Mayor and the City Council. The OCA provides legal services and advice at the request of the Mayor, City Council, City Departments and Boards; represents the City in all courts, tribunals and administrative agencies in all cases in which the City is a party or has an interest; and prosecutes all City ordinance violations. As the prosecutor for the City, the OCA is involved in remedying matters that directly impact citizens, neighborhood safety and quality of life, including enforcement of the housing code, drug laws, and alcohol-related offenses. We staff and provide legal advice at meetings, draft ordinances and issue written legal opinions to elected, appointed, and administrative officials. We also draft contracts, review and approve all contracts, bonds and legal instruments, Council resolutions, and grants. We are actively involved in the negotiation, purchase, sale, development and redevelopment of property in the City. We also serve as the designated Freedom of Information Act (FOIA) coordinator for the City.

## OFFICE OF THE CITY ATTORNEY

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	1,239,446	1,172,697	1,088,855	1,099,585	-6.2%
Operating	99,107	96,223	103,850	76,495	-20.5%
Capital	-	-	-	-	
Total	<u>1,338,553</u>	<u>1,268,920</u>	<u>1,192,705</u>	<u>1,176,080</u>	-7.3%

### **Summary of Significant Changes:**

This current year and in FY 2012, the Attorney's Office will undergo a restructuring, designed to enhance process flow of the City's legal matters. The Attorney's Office currently has eleven full-time positions funded, where ten full-time and one part-time positions are proposed for FY 2012. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

# **POLICE DEPARTMENT**

## **Mission and Role**

The mission of the Lansing Police Department is to minimize crime, maximize public safety, maintain order, and enforce the law. We pledge to maintain the trust and confidence of our citizens by partnering with them to: solve community problems, provide safety education, and enhance Lansing's quality of life, making it a great place to live, work and visit.

## **Goals of the Lansing Police Department:**

- Reduce crime, reduce repeat calls for service, and increase citizen satisfaction by delivering quality police service in a lawful, sensitive, safe and professional manner in order to protect life, property and maintain the public peace.
- Prevent crime and maintain order through police action, targeting specific problems.
- Enhance organizational excellence through education, training and technology.
- Identify and analyze problems, explore alternative solutions, and encourage regional cooperation.
- Create and maintain open lines of communication to promote partnerships with our community.
- Encourage and support citizen involvement and leadership to improve the quality of life at the neighborhood level.
- Employ personnel that meet standards of professional excellence and represent the diversity of our community.
- Promote job satisfaction, open communication, and team building through employee participation in decision making.
- Maximize the use of available resources.

Police Department operations involve logistical support from three Divisions, the Patrol Division formerly (North Precinct), the Detective Division (formerly South Precinct) and Central Headquarters. The Special Operations Section falls under the command of the Detective Division Captain. The Staff Services Division is responsible for the Records/Property Section and the Accounting Services Section. The Training/Technical Services Section, the Detention Section, the Internal Affairs Section, and the Communications Division including the Electronics Equipment Maintenance Unit all report directly to the Chief of Police.

Forfeiture Fund (drug law fund) consists of monies and other assets seized and forfeited in the process of enforcement of anti-drug laws. The Special Operations Section confronts the difficult issues involved in narcotic trafficking, vice, organized crime, and criminal gangs. The Department's primary goal is the aggressive investigation and apprehension of dangerous felons in an effort to improve the quality of life for the citizens of Lansing. The men and women of the section work tirelessly in an effort to discourage and apprehend individuals involved in drug trafficking, drug house operations, vice offenders, prostitution offenders, gun traffickers, and violent criminals.

The Special Operations Section works with our law enforcement partners at both the state and federal levels in an effort to enhance the prosecution of violent offenders in the greater Lansing community. The partnerships include the United States Attorney's Office, the Ingham County Prosecutor's Office, the Federal Bureau of Alcohol Tobacco and Firearms, the Federal Drug Enforcement Agency, the Internal Revenue Service, the Federal Bureau of Investigations, the Michigan State police, and local law enforcement agencies.

In 2010 the Special Operations Section expanded its partnerships and collaborated with the School of Criminal Justice at Michigan State University. The partnership was developed through the award of a grant from the U.S. Department of Justice, a "Smart Policing Initiative" Grant. The School of Criminal Justice at Michigan State University evaluates the Department's performance measures through citizen surveys and analyzing crime data. Based upon this data, pro active resources are deployed in high risk neighborhoods, in partnership with the Boys and Girls Club, the Faith Based Community, and Community Organizations, in efforts to reduce crime, improve the quality of life and educate our youth. This initiative is called P.E.A.C.E. (Police, Enforcement, and Community Engagement).

Specifically, the activities of the Ingham-Eaton-Clinton Counties Co-operative Enforcement Team (Tri-County Metro Narcotics, a multi-agency task force) and the Lansing Police Department generate the revenues credited to the Drug Law Enforcement Fund (aka Forfeiture Fund). The three counties in the IEC Cooperative (Ingham, Eaton, and Clinton) appropriate their respective shares of the total drug law enforcement task force budget (census population weighted) and, at year's end, are reimbursed to the extent that drug forfeitures were sufficient to pick up the costs. Forfeitures in excess of IEC Cooperative expenditures are returned first to the counties (first tier) and then to all the participating agencies (second tier, including Lansing Police and Michigan State Police). Any IEC Co-Op funds turned back to Lansing Police must be used for drug law enforcement purposes. By definition of the IEC Co-Op funding agreement, any extra monies for LPD become bonus dividends to the SOS (LPD) drug law enforcement program.

## POLICE DEPARTMENT SUMMARY

### Department Appropriation

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
Police General Fund	33,843,508	33,112,100	33,108,027	30,029,430	-9.3%
911 Dispatch Center	5,330,823	5,444,640	5,295,679	5,815,000	6.8%
Drug Law Enforcement	444,750	538,120	609,251	841,300	56.3%
Drug Enforcement - Tri-County Metro	1,617,421	772,805	614,185	-	-100.0%
Total Police	39,619,081	39,094,860	39,012,957	36,685,730	-6.2%

### Summary of Significant Changes

The FY 2012 budget for LPD is \$30.0 million, or 30% of the General Fund Budget. While it has been the Mayor's goal, since taking office in 2006, to preserve the provision of public safety services, the enormity of this next year's fiscal challenge can not be resolved without significant changes, both in terms of staffing and provision of services.

This budget includes funding for 248 positions, compared to 327 funded positions in the FY 2011 budget. The proposed reduction in staffing includes a total of 74 sworn officers and command staff and will provide for the deployment of between 13 to 15 officers on patrol every day on average, compared to the current deployment of between 17 and 19 officers on patrol. Reductions in the Investigations and Special Operations divisions are also included in this proposed budget, and Police team areas will need to be altered.

Due to funding constraints, this budget does not include separate staffing for community policing, neighborhood watch, school resource officers, or commercial vehicle enforcement, and the department's motorcycle unit is proposed to be disbanded, and funding for the Police Athletic League program is eliminated.

Funding for the 911 Center continues as currently staffed until it is assumed by Ingham County in 2012.

## POLICE DEPARTMENT General Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	30,458,726	29,790,102	29,896,660	27,072,382	-9.1%
Operating	3,345,532	3,231,033	3,119,548	2,931,823	-9.3%
Capital	39,250	90,965	91,819	25,225	-72.3%
Total	<u>33,843,508</u>	<u>33,112,100</u>	<u>33,108,027</u>	<u>30,029,430</u>	-9.3%

### **Summary of Significant Changes:**

The FY 2012 budget for LPD is \$30.0 million, or 30% of the General Fund Budget. While it has been the Mayor's goal, since taking office in 2006, to preserve the provision of public safety services, the enormity of this next year's fiscal challenge can not be resolved without significant changes, both in terms of staffing and provision of services.

This budget includes funding for 248 positions, compared to 327 funded positions in the FY 2011 budget. The proposed reduction in staffing includes a total of 74 sworn officers and command staff and will provide for the deployment of between 13 to 15 officers on patrol every day on average, compared to the current deployment of between 17 and 19 officers on patrol. Reductions in the Investigations and Special Operations divisions are also included in this proposed budget, and Police team areas will need to be altered.

Due to funding constraints, this budget does not include separate staffing for community policing, neighborhood watch, school resource officers, or commercial vehicle enforcement, and the department's motorcycle unit is proposed to be disbanded, and funding for the Police Athletic League program is eliminated.

## POLICE DEPARTMENT

### 911 Dispatch Special Revenue Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	5,079,878	5,096,540	4,987,699	5,564,900	9.2%
Operating	250,945	348,100	307,980	250,100	-28.2%
Capital	-	-	-	-	
Total	<u>5,330,823</u>	<u>5,444,640</u>	<u>5,295,679</u>	<u>5,815,000</u>	6.8%

#### **Summary of Significant Changes:**

Funding for the 911 Center continues as currently staffed until it is assumed by Ingham County in 2012.

# POLICE DEPARTMENT

## Drug Law Enforcement Special Revenue Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	315,100	303,805	267,986	529,438	74.3%
Operating	111,437	142,103	157,588	230,150	62.0%
Capital	18,213	19,500	124,500	9,000	-53.8%
Grant Match	-	72,712	59,178	72,712	100.0%
Total	<u>444,750</u>	<u>538,120</u>	<u>609,251</u>	<u>841,300</u>	56.3%

### **Summary of Significant Changes:**

No significant changes are proposed for FY 2012. Due to anticipated receipt of drug forfeiture funds, there should be sufficient resources to maintain current level of investigation and enforcement.

**POLICE DEPARTMENT**  
**Drug Law Enforcement - Tri-County Metro Special Revenue**  
**Fund**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	132,069	76,205	(6,103)	70,605	-7.3%
Operating	1,470,352	672,600	596,287	335,495	-50.1%
Capital	-	9,000	9,000	9,000	0.0%
Transfers	15,000	15,000	15,000	15,000	0.0%
Total	<u>1,617,421</u>	<u>772,805</u>	<u>614,185</u>	<u>430,100</u>	-44.3%

**Summary of Significant Changes:**

No significant changes are proposed for FY 2012. Due to anticipated receipt of drug forfeiture funds, there should be sufficient resources to maintain current level of investigation and enforcement.

(This page intentionally left blank)

## **FIRE DEPARTMENT**

### **Mission Statement**

The Lansing Fire Department is committed to serving the Lansing community with the highest levels of life and property protection. We will achieve this by providing excellent, compassionate service in an atmosphere that encourages innovation, professional development, and diversity.

The Department performs its mission through six organizational divisions, providing a wide range of services including fire prevention, emergency management and disaster preparation activities, Fire Code enforcement, public education, employee education and certification, as well as emergency response for fire and medical, hazardous materials, and technical rescue response.

Logistical support for the Fire Department comes from other City departments, and involves close cooperation with Police, Planning, and Public Service to assure citizen safety. The Fire Chief is the City Emergency Management Director. The Fire Department and Emergency Management receives significant support for its activities from staff departments and divisions, including Finance, Accounting, Law, Personnel, Computer & Communications Services, Budget, and Building Maintenance. Fire Department staff work closely with Central Garage personnel, who are responsible for maintaining all Fire fleet vehicles, from the fire engines and ambulance units to the "Red Cars" for the Battalion Chief on duty.

The Fire Chief is responsible to the Mayor, with advisory input from the Board of Fire Commissioners. The Fire Chief and the Board make recommendations to the Mayor on the Department budget, policies, and operations.

## FIRE DEPARTMENT

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	25,836,289	25,199,144	25,973,101	22,918,031	-9.1%
Operating	3,735,810	3,762,157	3,751,283	3,608,899	-4.1%
Capital	26,583	35,000	34,475	15,000	-57.1%
Total	<u>29,598,682</u>	<u>28,996,301</u>	<u>29,758,859</u>	<u>26,541,930</u>	-8.5%

### **Summary of Significant Changes:**

The FY 2012 budget for the Lansing Fire Department is \$26.5 million, or 27% of the General Fund Budget. Additional funds in the form of Homeland Security and other grants also support departmental operations. While it has been the Mayor's goal, since taking office in 2006, to preserve the provision of public safety services, the enormity of this next year's fiscal challenge can not be resolved without significant changes, both in terms of staffing and provision of services.

Due to funding constraints, this budget includes funding for 154 positions, including three which are grant-funded, a reduction of 53 positions funded in the FY 2011 budget. This staffing level will enable the operation of eight (8) engine and ladder truck companies and five (5) ambulance companies, a decrease of four (4) engine or ladder truck companies. Funding for the training, maintenance, and fire inspection divisions are reduced significantly. It is anticipated that the engine, ladder truck, and ambulance companies will be deployed at five (5) stations throughout the City and that three (3) stations are likely to be closed. The continuing cooperation of the IAFF will be necessary in order to address these reduced staffing levels.

Within the budget, new fees for fire inspection, Fire Department response to OWI/OUIL incidents, and false alarms are proposed, along with a increases for ambulance services. Those fee changes are contained within the proposed budget resolution, at the back of this budget document.

## **PUBLIC SERVICE DEPARTMENT**

### **GENERAL FUND** **ACT 51 MAJOR & LOCAL STREETS** **SEWAGE** **REFUSE & RECYCLING** **ENGINEERING**

**Missions and Roles:** The Public Service Department is organized into three distinct divisions (Engineering and Administration, Operations and Maintenance, and the Waste Water Treatment Plant) that are responsible for engineering, transportation, construction, regulation, right-of-way permitting, and the operation and maintenance of roads, bridges, sidewalks, and storm and sanitary sewers within the City of Lansing, including the Waste Water Treatment Plant and pump stations within the sanitary sewer service area. The Department operates the City's Capital Area Recycling and Trash (CART) program. The Department also provides general engineering support and oversight for other City departments.

Activities of the Department are primarily supported through: General Fund, Act 51 Major and Local Streets Revenue (Gas Tax), Sewage Disposal System Enterprise Fund (sewer bills), Garbage and Refuse Collection fees, and the Recycling fee.

Additional funding may be utilized, as available, from bond proceeds and interest on existing bond issues, Federal E.P.A. and Transportation Funds, Michigan Department of Transportation and Michigan Department of Environmental Quality Grants, State Revolving Loan Funds, the Lansing Building Authority, Tax Increment Finance Authority, Special Assessments, and the City's Community Development Block Grant.

#### **Engineering and Administration (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):**

This Division is responsible for the oversight of all infrastructure design and construction contracts in the City necessary to maintain, upgrade, expand and install new storm sewers, sanitary sewers, combined sewers, roads, bridges, sidewalks, traffic and parking signs, pavement markings, and traffic and pedestrian signals. The right-of-way (ROW) is also controlled by the Division by its issuance of all ROW permits to private contractors and utility companies that need to perform work in the right of way. This Division reviews and approves site plans for development projects.

Other major programs that are managed out of this office are: the Wet Weather Program (CSO, SSO, and Stormwater Phase II permit programs); the Soil Erosion and Sedimentation and Control Program; the oversight and management of all City owned parcels requiring environmental remediation; and the Special Events Permit Application process (SEPA).

The Transportation Unit of the Engineering Division guides the design of reconstructed streets using the Complete Streets model and oversees implementation of the City's non-motorized plan. This Unit also manages the programming of all City traffic signals and school zone flashers, evaluates intersection traffic control, speed limits, parking regulations, and roadway lane configurations, develops traffic control plans for special events, and prepares school operational and safety studies and a wide variety of other traffic operations evaluations and reports.

#### **Operations and Maintenance (O & M) (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund, trash fees, and recycling fees):**

The O & M Division is generally considered to be the backbone of the City. It is divided into six work sections that provide the basic and necessary functions that allow for the continued public health of the Lansing metropolitan area. These sections are: Surface, CART (Capital Area Recycling and Trash), Streets, Sewer, Administrative, and Grounds.

The State of Michigan contracts with the City to maintain State 44 miles of State Trunklines and provides funding to the Major Streets Fund for maintenance and repairs to roadways, winter maintenance, right of way mowing, and traffic control systems on State Trunklines.

(continued)

### **Surface Section**

The Surface Section is responsible for maintaining city surface infrastructure, alleys, and parking areas. Funding sources include the Parking Fund, Major and Local Street Funds, and the General Fund. Funded activities include operating the O&M yards and facilities, maintaining surface infrastructure (e.g. guard rails, signs), graffiti abatement, compost facility operations, internal city department refuse service, ROW trash violation abatement, street sweeping, gravel street maintenance, alley maintenance, sign shop field operations, special event traffic control and barricading, placing radar speed trailers and message boards, portions of parking maintenance, fall leaf removal from the streets, and winter maintenance activities.

The Surface Section is the one stop source for traffic control and barrier placement, providing routine and emergency support to the Transportation Unit, the Lansing Fire Department and the Lansing Police Department. The Section also maintains city parking ramps and surface lots, performs basic maintenance, and provides coordinated winter maintenance support to downtown street parking locations, improving on recent successes in this area.

### **Capital Area Recycling and Trash (CART)**

The Recycling Fund supports weekly curbside collection of a range of recyclable materials and organic yard waste for compost, serving residences with four or less units. Under ordinance, larger residential complexes, and commercial and industrial operations are required to recycle and the Department is charged with oversight of this activity. The City's recent transition to a single recycling stream collection method, where all recyclables are collected in one container in the collection truck, has proven to be an enormous success. This budget indicates the extension of this program via the piloting of collection of recyclables from small businesses and large residential complexes.

The Trash Fund supports the Operations and Maintenance Division's weekly trash collection throughout the City. Included is funding for collection of bulk refuse items which ensures that City residents have ready access to proper disposal of large refuse items.

Also included is funding for weekly refuse pick-up utilizing City imprinted trash bags ("Blue Bags") which are sold through local merchants, or refuse carts ("Trash Cart Program") which are billed on a quarterly basis and are available by calling the Department. The City's Blue Bags, a hallmark of the system that competes in the private market, provides for volume based collection. The bags complement recycling efforts by making refuse disposal less expensive for residents who make regular use of the City's recycling program. The Blue Bags ("Throw as You Go Program") has proven to be a cost effective option for those taking advantage of the new single stream recycling program. Revenue is derived from bag sales and from quarterly billing for container services.

### **Streets**

The Street Section maintains city streets and sidewalks using the Major and Local Street Funds for street repairs, and utility cut fees and the General Fund for sidewalk maintenance. Funded activities include skin patching, AMZ-asphalt spray patching, potholing, crack sealing, utility cut repairs, concrete curb repair, sidewalk repairs and winter maintenance. Maintenance work is coordinated and prioritized by working closely with the Engineering Division.

### **Sewer**

The Sewer Section maintains the city sanitary and storm sewer collection system using sewer funds for sanitary sewer maintenance and the General Fund for storm sewer maintenance. Funded activities include sewer cleaning and repair, structure repair, catch basin cleaning, bypass pumping, flood control, sewer televising, emergency response, inspection and winter maintenance.

(continued)

### **Administrative**

The Administrative Section is responsible for customer service, accounting functions and performance tracking of all activities within the Division. The section coordinates the administrative needs of other sections and provides a direct link between the public and the services performed by the Operations and Maintenance Division. On an annual basis this section handles over 22,000 phone calls from the public, serves over 2,000 citizens in person, dispatches field staff to more than 3,500 locations to address citizen concerns and responds to more than 3,900 requests for special services from the CART section. They manage payroll and personnel issues for full time Teamster and UAW employees and UAW seasonal employees. They also service over 5,900 Trash Cart customers. Through meticulous data management procedures they ensure that the activities of the Division are properly recorded, reported, and where applicable, reimbursed by other departments, agencies or individuals.

### **Grounds**

The Grounds Section maintains city green spaces, cemeteries, trees, right of ways, and park infrastructure. Funding sources include the General Fund, Major and Local Street Funds, and the Parking Fund. Funded activities include mowing (for all City jurisdictional properties: ROWs, parks, cemeteries, and parking lots), cemetery operations, ornamental area planting, support to leisure services, parks infrastructure maintenance, forestry operations (hazard tree removal, hazard mitigation, planting and nursery operations) and winter maintenance. We will continue to enhance the efficient, streamlined, cost effective and logistical approach to the maintenance of all City maintained properties. This will include primary maintenance activities such as mowing, forestry operations, snow removal from City parking facilities and sidewalks, and minor maintenance of the park land, cemeteries, ornamental areas, and right of way vegetation management.

### **Waste Water Treatment Plant (WWTP) (Major supporting funds: Sewage Disposal System Enterprise**

The City's Activated Sludge Wastewater Treatment Plant is the fifth largest in the State of Michigan. It is a high-tech facility that over the past ten years has converted antiquated mechanized controls to a Supervisory Control and Data Acquisition (SCADA) system. This system can remotely control many functions of outlying pump stations, process controls, and other on-campus functions. This process has allowed the WWTP to optimize staff size and focus attention on maintaining the plant appurtenances necessary to serve our customers. The plant processes an average daily flow of 18 million gallons of sewage.

The WWTP staff are also responsible for operating and maintaining 28 sanitary sewer pump stations ranging in capacity from less than 100,000 gallons per day to over to 66,000,000 gallons per day. Other programs that are managed within this division are the Industrial Pretreatment Program (IPP) and the Residuals Management Plan (disposal of plant solid waste by belt filter press/landfilling or lime stabilization/land application). The WWTP and its environmental processes continue to be among the most regulated programs in the State of Michigan.

The WWTP laboratory is responsible for daily testing of influent flows, evaluating the plants in-process removal of pollutants, and verifying plant effluent compliance with its National Pollution Discharge Elimination System (NPDES) limits.

## PUBLIC SERVICE DEPARTMENT SUMMARY

### Department Appropriation

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
Public Services - General Fund	5,748,672	6,231,998	5,770,413	6,054,830	-2.8%
Major Streets Fund	11,674,955	9,119,050	12,204,433	10,222,300	12.1%
Local Streets Fund	8,507,146	5,373,800	7,359,840	5,401,800	0.5%
Sanitary Sewer Fund	28,739,698	32,264,100	33,392,022	33,280,400	3.1%
Garbage & Rubbish Fund	1,450,165	1,494,400	1,452,190	1,584,145	6.0%
Recycling Fund	2,781,499	3,178,700	2,852,295	3,371,030	6.1%
Engineering Internal Service Fund	2,457,262	3,241,095	2,955,823	2,942,830	
Total Public Services	<u>61,359,397</u>	<u>60,903,143</u>	<u>65,987,015</u>	<u>62,857,335</u>	3.2%

### Summary of Significant Changes:

Services provided by the Public Service Department are incorporated in the City's General Fund, Major and Local Streets, Sanitary Sewer, Recycling, Refuse, and Engineering Fund. Water service is provided by the Board of Water and Light. FY 2012 budgetary information is provided on the following pages in this section.

On a department-wide basis, a reduction of twenty-six positions is proposed for the 2012 fiscal year, several of which are currently vacant. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## PUBLIC SERVICE DEPARTMENT General Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	763,436	780,123	773,806	837,912	7.4%
Operating	4,985,236	5,450,875	4,995,607	5,215,918	-4.3%
Capital	-	1,000	1,000	1,000	0.0%
Total	<u>5,748,672</u>	<u>6,231,998</u>	<u>5,770,413</u>	<u>6,054,830</u>	-2.8%

### **Summary of Significant Changes:**

The General Fund budget for the Public Service Department is \$6.4 million, \$3.8 million of which covers the costs of operating the City's street lights. The remainder is used for environmental remediation programs, clearing of snow and ice from City owned sidewalks and alleys, and the collection of miscellaneous trash from multiple points around the city, as well as the continued maintenance of the storm sewer system and permit related activities. The primary tasks of the Public Service Department – maintenance of roads and bridges, operation of the storm and sanitary sewer systems, trash collection, and recycling – are funded from dedicated state gas tax funds, or fees and charges for sewer, trash, and recycling, whose budgets are separate, but impacted, by available resources of the General Fund.

Due to financial constraints posed by large reduction in General revenues, General Fund support of street debt service is not available for FY 2012. This \$1.9 million reduction of General Fund support to the road funds results in the elimination of road reconstruction projects for all local streets and all but federal-funds match projects for major streets; and no new funding for the sidewalk gap program and for routine sidewalk replacement.

## PUBLIC SERVICE DEPARTMENT

### Major Streets Special Revenue Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	2,252,250	2,680,081	2,285,465	2,407,815	-10.2%
Operating	2,366,436	3,496,101	2,937,589	3,143,082	-10.1%
Capital	4,610,891	1,286,000	5,510,251	1,292,500	0.5%
Debt Service	545,378	566,868	546,127	609,479	7.5%
Transfer to Local Streets	1,900,000	1,090,000	925,000	2,769,424	154.1%
Total	<u>11,674,955</u>	<u>9,119,050</u>	<u>12,204,433</u>	<u>10,222,300</u>	12.1%

#### **Summary of Significant Changes:**

Funds for road maintenance and cleaning, including snow removal, street sweeping, and associated debt service for major and local roads are budgeted this year without any General Fund support. The total amount budgeted for these purposes in the Major and Local Streets funds is \$13.9 million, a decrease of more than \$600,000 or 4% from FY 2011, and nearly \$2.9 million or 17% from FY 2010. This \$13.9 million will allow for the core functions of the department to continue at a minimal level. These services include winter snow plowing and salting, potholing, skin patching, and crack filling maintenance services. 0.82 miles of major streets will be remediated, thru the Surface Transportation Program (STP) grants.

The average condition of roads in the City continues to deteriorate in the face of shrinking General Fund support and ACT 51 (State Gas & Weight tax) funds. It is projected that a budget of \$15 million annually for new capital is needed to maintain the average condition of our 410 miles of roads.

## PUBLIC SERVICE DEPARTMENT

### Local Streets Special Revenue Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	2,381,995	2,160,362	2,343,506	2,084,488	-3.5%
Operating	1,552,186	1,969,278	1,792,749	1,867,214	-5.2%
Capital	3,419,770	24,000	2,012,955	95,000	295.8%
Debt Service	1,153,195	1,220,160	1,210,630	1,355,098	11.1%
Total	<u>8,507,146</u>	<u>5,373,800</u>	<u>7,359,840</u>	<u>5,401,800</u>	0.5%

#### **Summary of Significant Changes:**

Funds for road maintenance and cleaning, including snow removal, street sweeping, and associated debt service for major and local roads are budgeted this year without any General Fund support. The total amount budgeted for these purposes in the Major and Local Streets funds is \$13.9 million, a decrease of more than \$600,000 or 4% from FY 2011, and nearly \$2.9 million or 17% from FY 2010.

This \$13.9 million will allow for the core functions of the department to continue at a minimal level. These services include winter snow plowing and salting, potholing, skin patching, and crack filling maintenance services. However, there will be NO major maintenance projects on local streets, and there are no new funds set aside for sidewalk gap closure program. Only the most necessary repairs will be made to sidewalks.

The average condition of roads in the City continue to deteriorate in the face of shrinking General Fund support and ACT 51 (State Gas & Weight tax) funds. It is projected that a budget of \$15 million annually for new capital is needed to maintain the average condition of our 410 miles of roads; over the past several years funding has averaged \$7 to \$8 million.

Restoring funding for road rehabilitation just to the FY10 level would require an additional appropriation of \$4.0 million. An additional appropriation of \$8.5 million would rehabilitate 24 miles of local streets.

## PUBLIC SERVICE DEPARTMENT

### Sanitary Sewer (Wastewater) Enterprise Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	5,567,015	5,837,301	5,282,411	6,369,199	9.1%
Operating	6,360,692	8,007,403	7,792,643	7,839,615	-2.1%
Capital	1,171,468	713,500	2,449,728	1,151,000	61.3%
Debt Service	15,340,523	17,405,896	17,567,240	17,620,586	1.2%
Transfers	300,000	300,000	300,000	300,000	0.0%
Total	<u>28,739,698</u>	<u>32,264,100</u>	<u>33,392,022</u>	<u>33,280,400</u>	3.1%

#### **Summary of Significant Changes:**

The City is working with the Michigan Department of Natural Resources and the Environment (MDNRE) to consolidate and streamline the three separate unfunded mandates required under the authority of the Clean Water Act. It is the goal of the Public Service Department to be the trailblazer in joining the Combined Sewer Overflow (CSO), Sanitary Sewer Overflow (SSO), and Stormwater Phase II programs under one watershed based program. Funds appropriated in this budget will continue to move this effort forward and allow for its implementation.

In light of the funding pressure from the current economy, the General Fund is unable to subsidize the Sewer Fund in FY 2012. In light of the work with MDNRE noted above, funding for wet weather program planning is proposed for FY 2012; however, no new funding for CSO projects is proposed for FY 2012. It is anticipated that for the next two years, use of sewer fund operating reserves, combined with rate increases, will be necessary until debt service begins to decrease in FY 2015.

## PUBLIC SERVICE DEPARTMENT Garbage & Refuse Enterprise Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	695,510	682,479	654,331	751,662	10.1%
Operating	754,655	811,921	797,859	832,483	2.5%
Capital	-	-	-	-	
Transfers	-	-	-	-	
Total	<u>1,450,165</u>	<u>1,494,400</u>	<u>1,452,190</u>	<u>1,584,145</u>	6.0%

### **Summary of Significant Changes:**

No significant changes are proposed for refuse collection services.

## PUBLIC SERVICE DEPARTMENT Recycling Enterprise Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	1,737,109	1,910,214	1,641,251	1,998,791	4.6%
Operating	1,044,390	1,268,486	1,211,043	1,122,239	-11.5%
Capital	-	-	-	250,000	
Transfers	-	-	-	-	
Total	<u>2,781,499</u>	<u>3,178,700</u>	<u>2,852,295</u>	<u>3,371,030</u>	6.1%

### **Summary of Significant Changes:**

The recycling fee is proposed to increase \$2.00, from \$67.00 to \$69.00 for annual recycling services. In FY 2012 implementation of single-streamed recycling will continue, with a pilot program to extend recycling services to multi-unit residential complexes and small commercial businesses.

## PUBLIC SERVICE DEPARTMENT Engineering Internal Service Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	1,910,160	2,446,403	2,444,674	2,411,839	-1.4%
Operating	343,331	494,593	482,905	312,575	-36.8%
Capital	14,885	106,681	4,035	25,000	
Debt Service	188,886	193,418	24,209	193,416	0.0%
Transfers	-	-	-	-	
Total	<u>2,457,262</u>	<u>3,241,095</u>	<u>2,955,823</u>	<u>2,942,830</u>	-9.2%

### **Summary of Significant Changes:**

The budget anticipates the reduction of two full-time positions for FY 2012, as well as the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## HUMAN RELATIONS & COMMUNITY SERVICES

### HRCS Mission

The Human Relations and Community Services (HRCS) Department pursues City Charter and Ordinance mandates to address basic human services needs and help cultivate a community climate of diversity, equity and nondiscrimination. The Department strives to improve the quality of life for all Lansing citizens by providing leadership to address urgent community issues such as the resolution of homelessness, food security, health care for the uninsured, affordable housing, infant mortality prevention, youth programs to prevent juvenile delinquency and drug abuse, and refugee resettlement.

### HRCS Responsibilities

The Department's Human Services' focus works in partnership with community coalitions to evaluate community needs, develop grant proposals or programming, and oversee contracts to distribute City funding to support nonprofit service provision. Staff has the capacity to monitor and distribute Federal HUD Emergency Services Grants to local agencies and provide technical assistance where needed. The Human Relations focus provides mediation to address community disputes and complaints, and monitors City compliance with laws and ordinances that ensure social equity.

**Identifying Funds** - the Department administers Human Services Funding as outlined in the City Charter and ensures the funds are disbursed in a coordinated and efficient manner. HRCS assists other City departments and local agencies in identifying resources, completing grant applications and leveraging funding from multiple sources to address community needs. HRCS brings divergent groups together as partners to pool scarce resources to address unmet needs. Priority needs are defined by City Charter as:

<      **Basic Needs:** Food, shelter, clothing, transportation, child care, housing assistance and legal help for indigent persons.

<      **Life Skills:** Mentoring, academic enhancement, social competency, literacy, conflict resolution, parenting skills development, structured recreation, and self sufficiency for people with disabilities.

<      **Employability Development:** Job readiness and retention, job seeking skills, vocational training, job site development and placement activities.

<      **Health/Mental Health:** Health care access, crisis intervention, dental care, prescription medications, health promotion, counseling, substance abuse prevention, safety promotion, hospice and respite care.

**Assessing Needs** -The Department assesses human services needs within the community, develops priorities, and assures the use of City funds is appropriate and consistent with identified priorities. The Human Relations and Community Services Advisory Board, made up of Lansing residents, provides a citizen's perspective to the Department, fostering mutual understanding and respect among all groups in the city while helping to identify community needs and resources.

The HRCS Department promotes an agency clustering model, whereby agencies providing similar services are encouraged to partner on mutual projects, thus reducing cost inefficiencies and duplicative efforts.

**Citizen Assistance** – HRCS is the City of Lansing's focal point for citizens seeking help with all types of human services needs providing information, referral and direct assistance as needed. Staff are trained as mediators who may assist residents in resolving neighborhood conflicts or disputes prior to seeking legal action or contact with the courts.

**Upholding Principles of Non-Discrimination and Equal Opportunity** - The Department is charged with the enforcement of Charter and Ordinance Human Relations mandates which prohibit discrimination on the basis of protected characteristics against persons seeking employment, housing, and the use of public facilities. These include labor standards such as the federal Davis Bacon Prevailing Wage Act for City construction projects, as well as Fair Housing enforcement, and the Human Rights Ordinance.

The Department is mandated to ensure City compliance with, and handle complaints related to, the Equal Employment Opportunity Act, the Americans with Disabilities Act, Section 504, and Child Labor Law.

**Complaint Investigation** – HRCS houses the Police Commission Investigator who conducts independent intake and review of citizen complaints against the Lansing Police Department that may allege inappropriate and/or discourteous actions by police personnel.

**Community Supported Agencies and Events** –Through HRCS, the City contracts with a variety of community agencies to support other essential programs such as diversion for first time offenders, economic development, educational enhancement, recreation and the Arts, which enhances the quality of life for Lansing citizens

## HUMAN RELATIONS & COMMUNITY SERVICES

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	576,338	599,912	605,643	582,440	-2.9%
Operating	61,891	64,858	64,851	61,600	-5.0%
Capital	-	-	-	-	
Total	<u>638,229</u>	<u>664,770</u>	<u>670,494</u>	<u>644,040</u>	-3.1%
Human Services (1.25% of of General Fund Revenues)	1,354,533	1,435,000	1,616,237	1,260,000	-12.2%

### **Summary of Significant Changes:**

The Human Relations and Community Services Department will continue to administer human service needs programs, including the Mobile Food Pantry, leveraging grants, and providing independent investigation of police complaints. In FY 2012, equal opportunity employment duties will be consolidated in the Human Resource Department.

City funds provided by ordinance (1.25% of general fund revenues) are currently provided to approximately 65 nonprofit agencies in the community. These agencies are experiencing increasing demands for their services. However, due to the overall reduction in general fund revenues, the amount of City funds are reduced from the current year provided by ordinance.

The department currently has five full-time and one part-time positions funded, where four full-time and two part-time positions are proposed for FY 2012. The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

# **PARKS & RECREATION**

## **Mission and Roles**

The Department of Parks and Recreation creates community through people, parks and programs. The mission of the Parks and Recreation Department is to enhance lifestyle opportunities for the citizens of Lansing through the provision of leisure time activities, and the preservation and maintenance of park lands and special recreation facilities. The Department accomplishes this mission in the following ways:

- organization of youth, adult, and senior citizen recreational programming in parks, community centers, schools, swimming pools, nature center, and historic home;
- regular maintenance of all parks and natural areas owned by the City of Lansing, including maintenance of Lansing's urban forest areas through regular cycles of tree planting, fertilization, and trimming;
- providing burial services and cemetery maintenance at the City's three municipal cemeteries;
- providing public golfing opportunities at Groesbeck Golf Course which support recreational and league play in the area;
- supporting youth through the teaching of life-skills through The First Tee of Mid-Michigan program at Sycamore Creek Golf Academy
- provision of special recreation facilities such as Ranney Skate Park, Soldan Dog Park, Gier Park BMX Bicycle Track, Cooley Gardens, Frances Park Rose Garden and the Lansing River Trail linear park.
- maintaining working partnerships with the Lansing School District, Ingham County Parks and Recreation, Michigan Department of Natural Resources, Michigan Natural Resources Trust Fund, Michigan Department of Transportation, Lansing Community College, Capital Region Community Foundation, Michigan State University and various community banking organizations.

The Department receives advisory support from the citizens of Lansing by encouraging their involvement in the following citizen groups: City of Lansing Parks Board, Friends of Turner-Dodge, Fenner Conservancy, the individual Community Center advisory boards and their youth advisory boards, the Baseball and Softball advisory boards and over 38 neighborhood park "Friends" groups. The Department provides support in policy decisions regarding recreational options and facilities to the Mayor and City Council.

## **Organization**

The Parks and Recreation Department consists of five separate divisions:

### **Administration**

The Administration Division includes Management and Business Administration, Park Design, Planning and Research, and the staff support for park and pavilion rentals, event planning and support services for both the General Fund and the Enterprise Fund programs. The Management and Business Administration section is responsible for the salary, hourly, Temporary Employment Agreements, and seasonal payroll and time cards. This section also processes procurement card reconciliations, accounts payable and receivable, and processes paperwork for yearly employee evaluations and step increases.

(continued)

### Field Services

Funding for Field Services which includes; Forestry, Grounds and Landscape Maintenance, and Athletic Field and Pool Maintenance, is located in this part of the budget. Staffing for these activities now reside in the Public Services Department. Below is a description of these services.

The Forestry Section of the Field Services Division is responsible for maintenance of safe and healthy trees in City parks and on City streets. Care includes trimming and removal of dead, damaged or diseased trees and limbs from these areas. They also maintain and stock a city nursery, which provides trees for residential streets, parks, cemeteries, and golf course plantings as needed. Grounds & Landscape Maintenance Section is responsible for care and maintenance of turf, shrubs, ornamental trees and flowers, as well as planting new growth for the next season. They also handle repair of tables, benches, signs and playground equipment, as well as ice and snow removal on trails, parking areas, and park sidewalks during the winter season. Athletic Fields and Pool Maintenance is responsible for the maintenance of City athletic fields and the public outdoor pools at Hunter and Moores Parks, as well as Cemetery burials and grounds maintenance (see Cemetery Fund).

### Leisure Services

The Leisure Services Division operates recreation programs at four Community Centers (Gier, Foster, Letts, Southside), Special Recreation Services (Hunter and Moores Swimming Pools, Kids Camp and Therapeutic Recreation) and Lifetime Sports. The division also operates specialized facilities such as the Turner-Dodge House (historic home) and the Fenner Arboretum (nature center).

### Golf Operations

The department operates Groesbeck Golf Course which is an 18 hole golf course located at 1600 Ormond. The First Tee of Mid-Michigan program is located at the Sycamore Facility at 1526 E. Mount Hope Avenue. This program will provide quality instruction on the game of golf for youth and adults. The First Tee of Mid-Michigan will operate the driving range at Sycamore which is open to the public for practice.

### Facilities

Programmed recreation sites are Letts, Gier, Southside and Foster Community Centers; Groesbeck golf course; Sycamore Creek Golf Academy and Driving Range; Lansing River Trail; Moore's Park and Hunter Park swimming pools; Fenner Nature Center; the Turner-Dodge House; Davis, Gier, Ranney, Sycamore, Davis and Kircher Park ball fields. We have several neighborhood parks and athletic fields throughout the city where recreation programming occurs throughout the year. We also provide several facilities for rental which includes Frances Park Rose Garden.

## PARKS AND RECREATION DEPARTMENT SUMMARY

### Department Appropriation

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
Parks & Recreation					
General Fund	8,030,511	7,644,146	7,280,966	6,938,900	-9.2%
Cemeteries Fund	659,417	726,600	705,896	538,200	-25.9%
Golf Fund	831,163	707,000	746,874	711,600	0.7%
Parks Capital Improvements	1,200,000	1,424,606	1,390,606	150,000	-89.5%
	<u>2,690,580</u>	<u>2,858,206</u>	<u>2,843,376</u>	<u>1,399,800</u>	
 Total Parks & Recreation	 <u>10,721,091</u>	 <u>10,502,352</u>	 <u>10,124,343</u>	 <u>8,338,700</u>	 -20.6%

### Summary of Significant Changes:

Services provided by the Parks and Recreation Department are incorporated in the City's General Fund, Cemetery, and Golf Funds.

On a department-wide basis, a reduction of three positions full-time are proposed for the 2012 fiscal year, with two full-time positions becoming part-time in FY 2011. Funding constraints brought about by the significant decline in General Fund revenues will result in a 15% reduction in forestry services for FY 2012. To mitigate further impacts on parks maintenance activities, all except \$150,000 of the FY 2012 Parks Millage (displayed on page 94) is proposed to be used for Parks maintenance activities – grounds, forestry and field maintenance activities and subsidies to the Cemetery and Golf funds.

The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## PARKS AND RECREATION DEPARTMENT General Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Personnel	5,952,966	5,587,382	5,296,656	4,828,862	-13.6%
Operating	2,077,545	2,056,764	1,984,311	2,110,038	2.6%
Capital	-	-	-	-	
Total	<u>8,030,511</u>	<u>7,644,146</u>	<u>7,280,966</u>	<u>6,938,900</u>	-9.2%

### **Summary of Significant Changes:**

Funding constraints brought about by the significant decline in General Fund revenues will result in a 15% reduction in forestry services for FY 2012. To mitigate further impacts on parks maintenance activities, all except \$150,000 of the FY 2012 Parks millage (displayed on page X) is proposed to be used for Parks maintenance activities – grounds, forestry and field maintenance activities and subsidies to the Cemetery and Golf funds. Contained in the proposed budget is the partnering with Ingham County for maintenance of the rivertrail, adjoining parks, and parks less than five acres. Over the past several years, successful relationships have developed with the County, including County management of the Potter Park Zoo, the Soldan Dog Park, and Scott Woods.

Sports, Kids Camps, and leisure activities are proposed at current levels for the new year. Marginal fee increases are proposed for rental of parks facilities, kids camps, sports activities, and classes and are outlined in the proposed Budget Resolution at the back of the budget book.

The budget anticipates the continuation of reduced work hours and/or furlough days equal to eight hours in a two-week period.

## PARKS AND RECREATION

### Municipal Cemeteries Enterprise Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	393,422	464,527	446,626	370,274	-20.3%
Operating	246,543	262,073	249,271	157,926	-39.7%
Capital	-	-	-	-	
Transfers	19,452	-	10,000	10,000	0.0%
Total	<u>659,417</u>	<u>726,600</u>	<u>705,896</u>	<u>538,200</u>	-25.9%

#### **Summary of Significant Changes:**

Cemeteries are proposed be maintained at current service levels, with subsidy for their maintenance coming from the Parks millage. Consideration is also being given to procuring private management services for the City's cemeteries, as a means to reduce or eliminate the \$300,000 - \$400,000 annual subsidy. To the extent that this may not be successful, it is anticipated that any ongoing subsidy will come from Parks millage funds, which reduces funds otherwise available for capital improvements at City parks.

## PARKS AND RECREATION

### Municipal Golf Courses Enterprise Fund

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted <u>FY12 Proposed</u>
<b><u>Department Appropriation</u></b>					
Personnel	421,297	307,500	359,115	311,093	1.2%
Operating	303,258	291,500	289,934	293,899	0.8%
Capital	-	5,000	5,000	-	-100.0%
Debt Service	106,608	103,000	92,825	106,608	3.5%
Total	<u>831,163</u>	<u>707,000</u>	<u>746,874</u>	<u>711,600</u>	0.7%

#### **Summary of Significant Changes:**

Funding for the operation and maintenance of Groesbeck golf course is continued in the proposed budget, with the subsidy coming from the Parks millage. Consideration is also being given to procuring private management services for the Groesbeck Golf Course as a means to reduce or eliminate the \$300,000 - \$400,000 annual subsidy from the Parks millage and General Fund. To the extent that this may not be successful, it is anticipated that any ongoing subsidy will continue to come from Parks millage funds, which reduces funds otherwise available for capital improvements at City parks.

The continued partnership with First Tee for the operation of the City's driving range is also contained in the proposed budget.

## FY 2011/2012 Use of Parks Millage Funds

<b>RESOURCES</b>	
FY 2011/2012 Parks Millage (1 mill of City's operating levy)	\$ 2,114,184
	<u>\$ 2,114,184</u>
<b>USES</b>	
<u>Subsidies</u>	
Kids Camps (General Fund)	\$ 40,000
Parks Maintenance (General Fund)	1,322,764
Golf Fund Subsidy	300,000
Cemetery Fund Subsidy	301,420
Amount Used for General Fund Operations & Maintenance	<u>\$ 1,964,184</u>
<u>Capital Projects</u>	
Professional Services	90,000
City-wide Repair and Maintenance	60,000
	<u>\$ 150,000</u>
Total Parks Millage Uses	<u>\$ 2,114,184</u>

A description of the above-referenced capital projects is available in the Capital Improvements Projects (CIP) section of this budget document.

# GENERAL FUND NON-DEPARTMENTAL EXPENDITURES & TRANSFERS

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b><u>Department Appropriation</u></b>					
Operating Subsidies to Other Funds/Related Entities					
911 Dispatch Center	-	261,422	261,422	140,445	-46.3%
Stadium Fund	800,000	609,200	609,200	526,800	-13.5%
Building Safety Fund	744,122	349,000	595,660	437,400	25.3%
Emergency Shelter Grant Match	96,357	-	-	-	
State & Federal Grant Matches	203,134	60,649	60,000	63,740	5.1%
Downtown Lansing Inc.	32,975	39,180	39,180	39,180	0.0%
Cemeteries Fund	463,180	451,334	451,334	-	
Cemeteries Fund (Parks Millage)	-	-	-	301,420	
Golf Fund	55,382	-	-	-	
Golf Fund (Parks Millage)	-	-	-	300,000	
Lansing Economic Dev. Corp.	-	-	-	245,252 <sup>(1)</sup>	-22.5%
LEPFA	1,098,027	1,087,467	1,087,467	1,143,408	5.1%
	<u>3,493,177</u>	<u>2,858,252</u>	<u>3,104,263</u>	<u>3,197,645</u>	11.9%
Transfers to Other Funds for Capital Improvements:					
Capital Improvements Fund	642,486	740,000	740,000	1,365,000	84.5%
Parks Millage Fund	1,066,529	1,375,500	1,375,500	150,000	-89.1%
	<u>1,709,015</u>	<u>2,115,500</u>	<u>2,115,500</u>	<u>1,515,000</u>	-28.4%
City-Supported Agencies					
Sister City	20,000	20,000	20,000	20,000	0.0%
Gr Lansing Safety Council	12,000	12,000	12,000	12,000	0.0%
Capital Area Rail Council	3,900	3,900	3,900	3,900	0.0%
Arts Council Of Gr. Lansing	186,000	-	-	-	0.0%
Arts And Culture Grants	-	-	-	130,000 <sup>(2)</sup>	-11.7%
Silver Bells Administration	-	-	-	8,000 <sup>(2)</sup>	-20.0%
Boarshead Theater	25,000	-	-	-	0.0%
Community Corrections Advisor	12,500	12,500	12,500	12,500	0.0%
LEAP Support	-	-	-	15,000	
Common Ground Support	-	-	-	120,000	
	<u>259,400</u>	<u>48,400</u>	<u>48,400</u>	<u>321,400</u>	564.0%
Debt Service					
General Fund Debt Service	1,745,046	1,765,260	1,720,000	1,665,000	-5.7%
Transfers to Other Funds For Debt Service:					
Major Streets Fund	389,384	385,156	385,156	-	-100.0%
Local Streets Fund	1,428,551	1,219,660	1,219,660	350,000	-71.3%
Sewer Fund	-	815,000	-	-	-100.0%
Debt Service Funds	171,727	176,600	176,600	171,600	-2.8%
	<u>3,734,708</u>	<u>4,361,676</u>	<u>3,501,416</u>	<u>2,186,600</u>	-49.9%
Library Lease	152,110	160,000	150,000	155,000	-3.1%
Total Non-Departmental	<u>9,348,410</u>	<u>9,543,828</u>	<u>8,919,579</u>	<u>7,375,645</u>	-22.7%

<sup>(1)</sup> The City's contract with the Lansing Economic Development Corporation (LEDC), as well as support for LEAP, has been moved from the Planning & Neighborhood Development section of the budget book for FY 2012. The FY 2011 LEDC contract amount, for comparison purposes, was \$316,656.

<sup>(2)</sup> The City's contract with LEDC for Arts & Culture grants, as well as the City's contract with DLI for Silver Bells administration, have been moved to the Non-Departmental section of the budget book for FY 2012. The FY 2011 budgeted amounts were \$136,000 and \$10,000, respectively.

(This page intentionally left blank)

# Other Budgets

## **Lansing Entertainment & Public Facilities Authority (LEPFA)**

- Lansing Center
- Oldsmobile Park
- City Market

## **Economic Development Corporation (LEDC)**

## **Lansing Brownfield Redevelopment Authority (LBRA)**

## **Tax Increment Financing Authority (TIFA)**

## **Downtown Lansing, Incorporated (DLI)**

(This page intentionally left blank)

**L.E.P.F.A Budget Projections  
Lansing Center**

**REVENUES**

	<b>2011-12 Proposed Budget</b>
Building Rental	845,142
Food Services	2,647,797
Food Services-Merch	1,000
Food Services-Vend	12,365
Equipment Rental	566,809
Utilities	162,680
Signage/Promotions	11,500
Sponsorships	23,063
Security	44,498
Box Office	17,488
Labor/Service	179,844
Parking	9,000
Miscellaneous	18,700

<b>Total Operating Revenues</b>	<b>4,539,885</b>
---------------------------------	------------------

**EXPENSES**

<b>Salaries/Wages</b>	
Full-time	1,577,561
Events	281,843
Subtotal	1,859,404
Fringes/Related Costs	511,423
Communications	23,306
Leases	61,277
Professional Services	217,004
Utilities	673,330
Marketing	85,325
Repairs/Maintenance	80,326
Supplies/Materials	97,551
Events	48,704
Security	42,407
Insurance/Bonding	78,961
Depreciation	38,688
F/B Expense	1,672,396
Miscellaneous	68,833

<b>Total Operating Expense</b>	<b>5,558,935</b>
--------------------------------	------------------

<b>Income/(Loss)</b>	<b>(1,019,050)</b>
----------------------	--------------------

Interest of Bank Accts	5,299
Sales/Marketing Reimbur	215,000

Trolley Expense	0
<b>Income/(Loss)</b>	<b>(798,751)</b>

<b>Proposed Net City Contribution</b>	<b>798,750</b>
---	----------------

<b>L.E.P.F.A Budget Projections</b> <b>Cooley Law School Stadium</b>
---

<b>REVENUES</b>
-----------------

	2011-12 Proposed Budget
Equipment Rental	
Vending (In-house)	
Misc	7,000
Labor Service	
<b>Total Operating Revenue</b>	<b>7,000</b>

<b>EXPENSES</b>
-----------------

Salaries/Wages	52,131
Fringes/Related Costs	21,176
Communications	1,540
Professional Services	2,500
Utilities	113,642
Marketing	4,160
Repairs/Maintenance	62,484
Supplies/Materials	4,550
Concessions/Catering	
Insurance/Bonding	26,400
Depreciation	1,140
Miscellaneous	22,070
<b>Total Operating Expense</b>	<b>311,793</b>
<b>Income/(Loss)</b>	<b>304,793</b>
<b>Proposed Net City Contribution-Total</b>	<b>304,793</b>

<b>L.E.P.F.A Budget Projections Lansing City Market</b>
---

<b>REVENUES</b>
-----------------

		2011-12 Proposed Budget
Building Rental		107,855
Equipment Rental		360
Utilities		15,463
Miscellaneous		4,060

<b>Total Operating Revenues</b>		127,738
---------------------------------	--	---------

<b>EXPENSES</b>
-----------------

Salaries/Wages		59,567
Fringes/Related Costs		17,868
Communications		2,100
Rents/Leases		
Professional Services		2,040
Utilities		50,487
Marketing		9,275
Repairs/Maintenance		5,690
Supplies/Materials		7,683
Insurance/Bonding		1,900
Depreciation		10,361
Miscellaneous		630

<b>Total Operating Expense</b>		167,601
--------------------------------	--	---------

<b>Income/(Loss)</b>		(39,864)
----------------------	--	----------

Less Depreciation		0
Interest on Bank Accts		0

<b>Income/(Loss)</b>		(39,864)
----------------------	--	----------

<b>Proposed Net City Contribution</b>		39,864
---	--	--------

# **LANSING ECONOMIC DEVELOPMENT CORPORATION FY 2012 BUDGET**

	FY 2010	FY 2011	FY 2011	FY 2012
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Projected</u>	<u>Proposed</u>
<b>Revenues</b>				
PARKING SYSTEM REVENUE	17,356	12,000	12,000	14,000
APPLICATION FEES	17,275	5,000	5,550	5,000
BROWNFIELD APPLICATION FEES	19,750	7,500	9,000	7,500
CONTRACT SERV LBRA	88,094	78,500	76,613	65,128
EPA ADMIN REV FROM BROWNFIELD	770	-	-	100
CONT SERV CITY	346,401	306,565	306,565	245,252
ARTS & CULTURE/SILVERBELLS CONTRACT	-	156,000	156,000	130,000
INTEREST INCOME	1,922	2,000	500	100
LOAN INTEREST	42,247	33,504	33,504	28,025
FROM FUND BALANCE (Façade \$20,065; Bus. Incub. \$15,000)	-	109,761	10,500	35,065
MISCELLANEOUS REVENUE	37	50	-	50
ANNUAL ISSUER'S FEES	43,350	39,600	43,350	43,350
OP TRFR TIFA	282,611	225,044	225,044	220,500
ENERGY EFFICIENCY LOAN ADMIN	-	-	-	23,000
	<u>859,813</u>	<u>975,524</u>	<u>878,626</u>	<u>817,070</u>
<b>Expenditures</b>				
SALARIES	372,878	368,000	368,000	362,000
FRINGE BENEFITS	168,333	186,362	186,362	162,235
CHANGE IN ACCRD COMPENSATED AB	(4,134)	-	-	-
MISCELLANEOUS OPERATING	9,530	55,000	55,000	14,693
BUSINESS INCUBATOR	-	20,000	5,000	15,000
PROMOTION	73,614	16,507	16,507	24,132
DUES & SUBSCRIPTIONS	910	1,780	1,780	2,500
LOAN DEFAULT	46,795	79,196	-	-
CONTRACTUAL SERVICES	21,092	25,300	25,300	35,750
FACADE GRANT	2,750	30,565	10,500	20,065
SILVER BELLS (PSD Admin)	-	10,000	10,000	-
ARTS & CULTURE GRANTS	-	141,000	141,000	130,000
UTILITIES	10,550	12,560	12,560	12,560
BUILDING RENTAL	20,565	21,061	21,061	21,475
TRAINING	14,770	5,600	5,600	3,000
INSURANCE & BONDS	2,541	2,593	2,593	2,660
EB-5 REGIONAL CENTER	-	-	-	11,000
	<u>740,194</u>	<u>975,524</u>	<u>861,263</u>	<u>817,070</u>
<b>Beginning Fund Balance</b>	<b>3,096,008</b>	<b>3,215,627</b>	<b>3,215,627</b>	<b>3,222,490</b>
Surplus/(Deficit)	119,619	(109,761)	6,863	(35,065)
<b>Ending Fund Balance</b>	<b>3,215,627</b>	<b>3,105,866</b>	<b>3,222,490</b>	<b>3,187,425</b>
Less: EDC Loans Receivable	(959,178)	(782,462)	(782,462)	(620,680)
Less: Land	(350,000)	(350,000)	(350,000)	(350,000)
<b>Available Fund Balance</b>	<b>1,906,449</b>	<b>1,973,404</b>	<b>2,090,028</b>	<b>2,216,745</b>

**LANSING BROWNFIELD REDEVELOPMENT AUTHORITY FY 2012 BUDGET**

<u>Description</u>	FY 2010	FY 2011	FY 2011	FY 2012
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Projected</u>	<u>Proposed</u>
<b>Revenues</b>				
TAX REVENUE FOR RLF	171,783	156,275	151,456	128,641
PLAN 2 MOTOR WHEEL	408,368	353,843	358,309	277,162
PLAN 5 BTS	237,873	216,007	214,475	212,733
PLAN 7 CAP LABS	-	-	-	-
PLAN 8 DAVID NICKLESON	-	-	-	-
PLAN 8b JNL	-	-	-	15,146
PLAN 9 SCHAFER BAKERY	357	355	355	358
PLAN 10 NEOGEN	19,132	16,344	16,341	14,836
PLAN 11 NEOPHASE	11,387	9,085	9,854	9,183
PLAN 12 PERCY BEAN	6,927	5,888	5,900	5,532
PLAN 14 PRUDDEN	71,971	64,365	51,423	48,311
PLAN 16 METRO FORD	19,535	13,490	13,488	10,235
PLAN 17 BUILDERS PLUMBING	43,028	32,792	37,252	34,408
PLAN 19 STYLELINE	10,606	8,509	8,508	7,383
PLAN 20 LORANN OILS	6,326	4,319	4,318	3,266
PLAN 21 WOLHERT	51,101	39,484	39,479	34,267
LBRA ADMIN	88,094	78,500	76,613	65,128
PLAN 22 SCHULTZ INC	1,051	948	1,004	768
PLAN 30 BROWNFIELD DEV SPEC	10,948	9,655	9,558	8,902
PLAN 23 STADIUM DISTRICT PARTNERS	132,801	121,203	119,924	119,705
PLAN 37 CEDAR ST SCHOOL	4,535	11,501	7,661	7,652
PLAN 40 POINT NORTH	12,642	13,782	13,791	28,869
PLAN 42 NU UNION	-	-	-	10,412
FEDERAL GRANTS	2,687,175	140,305	140,305	-
FEDERAL GRANTS	-	1,000,000	1,000,000	-
BCRLF-BROWNFIELD EPA	261,417	-	-	-
HAZ SUB-BROWNFIELD EPA	-	200,000	200,000	-
PETRO-BROWNFIELD EPA	-	200,000	200,000	-
EPA REV FOR EDC	618	-	-	100
INTEREST INCOME	424	200	200	
FROM FUND BALANCE (FOR BTS PMT)	-	293,708	-	-
MISCELLANEOUS REVENUE	1,575	-	-	-
TRANSFER FROM CITY	-	-	437,059	231,032
	<b>4,259,674</b>	<b>2,990,558</b>	<b>3,117,271</b>	<b>1,274,027</b>

# LANSING BROWNFIELD REDEVELOPMENT AUTHORITY FY 2012 BUDGET

<u>Description</u>	FY 2010 <u>Actual</u>	FY 2011 Adopted	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>
		<u>Budget</u>		
<b>Expenditures</b>				
SALARIES	4,980	9,930	-	-
SALARIES	-	7,040	7,040	-
FRINGE BENEFITS	2,092	11,131	-	-
FRINGE BENEFITS	-	2,960	2,960	-
MISCELLANEOUS OPERATING	3,350	3,621	-	-
CONTRACTUAL SERVICES	35,214	-	-	-
CONTRACTUAL SERVICES	-	50,000	50,000	-
CAPITAL OUTLAY/CONSTRUCTION	2,641,541	115,624	140,305	-
CAPITAL OUTLAY/CONSTRUCTION	-	940,000	940,000	-
ADMINISTRATION EXPENSES TO EDC	88,094	78,500	76,613	65,128
EPA ADMIN EXP TO EDC	770	-	-	100
BCRLF-BROWNFIELD EPA	261,417	-	-	-
HAZ-SUB BROWNFIELD EPA	-	200,000	200,000	-
PETRO - BROWNFIELD EPA	-	200,000	200,000	-
REVOLVING FUND	5,864	156,275	4,435	128,641
REVOLVING ASSESSMENT	1,450	-	-	-
PROJ COSTS PLAN 2 MOTOR WHEEL	408,368	353,843	358,309	277,162
PROJ COSTS PLAN 8 DAVID NICLES	-	-	-	-
PROJ COSTS PLAN 8b JNL	-	-	-	15,146
PROJ COSTS PLAN 9 SCHAFER BAKE	357	355	355	358
PROJ COSTS PLAN 10 NEOGEN	19,132	16,344	16,341	14,836
PROJ COSTS PLAN 11 NEOPHASE	11,387	9,085	9,854	9,183
PROJ COSTS PLAN 12 PERCY BEAN	6,927	5,888	5,900	5,532
PROJ COSTS PLAN 14 PRUDDEN	71,971	64,365	51,423	48,311
PROJ COSTS PLAN 16 METRO FORD	19,535	13,490	13,488	10,235
PROJ COSTS PLAN 17 BUILDERS PL	43,028	32,792	37,252	34,408
PROJ COSTS PLAN 19 STYLELINE	10,606	8,509	8,508	7,383
PROJ COSTS PLAN 20 LORANN OILS	6,326	4,319	4,318	3,266
PROJ COSTS PLAN 21 WOLHERT	51,101	39,484	39,479	34,267
PROJ COSTS PLAN 7 CAP-LABS	-	-	-	-
PROJ COSTS PLAN 22 SCHULTZ INC	1,051	948	1,004	768
PROJ COSTS PLAN 23 STADIUM PTR	132,801	121,203	119,924	119,705
PROJ COSTS PLAN 30 BRWNFLD DEV	10,948	9,655	9,558	8,902
PLAN 37 CEDAR ST SCHOOL	4,535	11,501	7,661	7,652
PLAN 40 POINT NORTH	12,642	13,782	13,791	28,869
PLAN 42 NU UNION	-	-	-	10,412
DEBT SERVICE BROWNFIELD BTS	504,890	509,915	509,915	443,765
	<b>4,360,375</b>	<b>2,990,558</b>	<b>2,828,430</b>	<b>1,274,027</b>
<b>Beginning Fund Balance</b>	<b>400,962</b>	<b>300,261</b>	<b>300,261</b>	<b>589,102</b>
Surplus/(Deficit)	(100,701)	(293,708)	288,841	-
<b>Ending Fund Balance</b>	<b>300,261</b>	<b>6,553</b>	<b>589,102</b>	<b>589,102</b>
<b>Less: Ending Restricted Fund Balance</b>	<b>(441,880)</b>		<b>(588,901)</b>	<b>(588,901)</b>
<b>Ending Unrestricted Fund Balance</b>	<b>(141,619)</b>		<b>201</b>	<b>201</b>

# **LANSING BROWNFIELD REDEVELOPMENT AUTHORITY FY 2012 BUDGET**

<u>Description</u>	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>
<b>RLFA Revenues</b>				
TAX REVENUE FOR REVOLVING ASSESSMEI	-		-	-
<b>RLFA Expenditures</b>				
Eligible Expenditures	1,450		-	-
<b>Beginning RLFA Restricted Fund Balance</b>	<b>125,325</b>		<b>123,875</b>	<b>123,875</b>
<b>Ending RLFA Restricted Fund Balance</b>	<b>123,875</b>		<b>123,875</b>	<b>123,875</b>
<b>RLF Revenues</b>				
TAX REVENUE FOR RLF	171,783		151,456	128,641
<b>RLF Expenditures</b>				
ELIGIBLE EXPENDITURES	5,864		4,435	128,641
<b>Beginning RLF Restricted Fund Balance</b>	<b>152,086</b>		<b>318,005</b>	<b>465,026</b>
<b>Ending RLF Restricted Fund Balance</b>	<b>318,005</b>		<b>465,026</b>	<b>465,026</b>

# TAX INCREMENT FINANCE AUTHORITY (TIFA) FY 2012 BUDGET

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>
<b>Revenues</b>				
PROPERTY TAX LEVY	5,438,624	4,500,885	4,941,241	4,415,720
PROPERTY TAX LEVY-SCHOOL	9,422	-	16,832	-
PROPERTY TAX PENALTY AND INTER	4,170	-	9,122	-
INTEREST INCOME	10,187	2,000	439	100
FROM FUND BALANCE	-	372,783	-	330,166
PROCEEDS FROM SALE OF BOND	10,410,266	-	-	-
PREMIUM/DISCOUNT ON BONDS	(132,852)	-	-	-
BOND PROCEEDS PYMTS TO ESCROW	(8,016,912)	-	-	-
	<b>7,722,905</b>	<b>4,875,668</b>	<b>4,967,634</b>	<b>4,745,986</b>
<b>Expenditures</b>				
MISCELLANEOUS OPERATING	282,611	225,044	247,904	220,500
BOND ISSUE COSTS	149,235	-	-	-
LEASES	3,990,000	3,120,000	3,120,000	2,995,000
ICE SKATE RINK MATCH	-	400,000	-	-
DEBT SERVICE-TIFA COURTS	572,917	575,624	575,630	574,116
DEBT SERVICE-TIFA CONV CNTR	593,023	555,000	826,370	956,370
	<b>5,587,786</b>	<b>4,875,668</b>	<b>4,769,904</b>	<b>4,745,986</b>
<b>Beginning Fund Balance:</b>	<b>1,106,889</b>	<b>3,242,008</b>	<b>3,242,008</b>	<b>3,439,738</b>
Surplus/(Deficit)	2,135,119	(372,783)	197,730	(330,166)
<b>Ending Fund Balance</b>	<b>3,242,008</b>	<b>2,869,225</b>	<b>3,439,738</b>	<b>3,109,572</b>
<b>Less: Ending Restricted Fund Balance</b>	<b>(1,973,114)</b>		<b>(1,713,051)</b>	<b>(1,451,681)</b>
<b>Ending Unrestricted Fund Balance</b>	<b>1,268,894</b>		<b>1,726,687</b>	<b>1,657,891</b>
<b>Restricted Revenues</b>				
RESTRICTED CAPITALIZED INT. 2009 BOND PROCEEDS	2,117,792	-	-	-
INTEREST INCOME - RESTRICTED	8,345	-	11,307	10,000
	<b>2,126,137</b>	<b>-</b>	<b>11,307</b>	<b>10,000</b>
<b>Expenditures</b>				
DEBT SERVICE-TIFA CONV CNTR	153,023	-	271,370	271,370
<b>Beginning Fund Balance Reserved for Debt Service</b>	<b>-</b>	<b>1,973,114</b>	<b>1,973,114</b>	<b>1,713,051</b>
Surplus/(Deficit)	1,973,114	-	(260,063)	(261,370)
<b>Ending Fund Balance Reserved for Debt Service</b>	<b>1,973,114</b>	<b>1,973,114</b>	<b>1,713,051</b>	<b>1,451,681</b>

**City of Lansing**  
**Fiscal Year July 1, 2011 - June 30, 2012**  
**Downtown Lansing Incorporated Special Revenue Fund**  
**(formerly Principal Shopping District)**

	FY 2010 <u>Actual</u>	FY 2011 Adopted <u>Budget</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Proposed</u>	% Change FY11 Adopted FY12 Proposed
<b>Beginning Fund Balance</b>	60,261	54,083	54,083	64,306	
<b><u>Revenues</u></b>					
Special Assessments	395,821	403,000	396,000	374,000	-7.2%
Grants	10,000	10,000	10,000	10,000	0.0%
Miscellaneous	21,798	102,810	137,831	154,485	50.3%
Transfer from General Fund	32,975	39,180	39,180	39,180	0.0%
<b>Total Revenues</b>	<b>460,594</b>	<b>554,990</b>	<b>583,011</b>	<b>577,665</b>	<b>4.1%</b>
<b><u>Expenditures</u></b>	<b>466,772</b>	<b>554,990</b>	<b>572,788</b>	<b>611,340</b>	<b>10.2%</b>
 Fund Balance Increase/(Decrease)	 (6,178)	 -	 10,223	 (33,675)	
<b>Ending Fund Balance</b>	<b>54,083</b>	<b>54,083</b>	<b>64,306</b>	<b>30,631</b>	<b>-43.4%</b>

(This page intentionally left blank)

# **Fiscal Year 2012 Capital Improvement Plan**

(This page intentionally left blank)

FY 2012 Capital Improvement Program

FY 2012 Capital Improvement Program		Funding Sources									
Project	FY 2012 Appropriation	General Fund	Garage Fund	Parking Fund	Street Funds	Sewer Fund	Recycling Fund	Parks Millage	Special Assessments	Grants/ Trusts	Bonds/ Loans
<b><u>Facilities</u></b>											
Cooley Stadium Improvements	110,000	110,000									
Police Precinct Consolidation	100,000	100,000									
Court Room Renovations	50,000	50,000									
Facility Capital Improvements	390,000	390,000									
Subtotal	650,000	650,000	-	-	-	-	-	-	-	-	-
<b><u>Technology</u></b>											
Technology Improvements/Computer Replacements	450,000	450,000									
Police Evidence and Records Management Systems	200,000	100,000								100,000	
Public Education & Gov't (PEG)Television Capital Improvmts	600,000									600,000	
Subtotal	1,250,000	550,000	-	-	-	-	-	-	-	700,000	-
<b><u>Planning &amp; Neighborhood Development</u></b>											
Zoning Ordinance Revision	35,000	35,000	-	-	-	-	-	-	-	-	-
<b><u>Parking Fund</u></b>											
Parking Ramp/Lot Restoration and Improvements	2,490,000			2,490,000							
Yard Gates for Lot #1	10,000			10,000							
Parking Scooter or Pay Station Replacement	68,500			68,500							
Subtotal	2,568,500	-	-	2,568,500	-	-	-	-	-	-	-
<b><u>Parks &amp; Recreation</u></b>											
RiverTrail Repair and Maintenance	60,000							60,000			
Showmobile Replacement	200,000										200,000
	260,000	-	-	-	-	-	-	60,000	-	-	200,000
<b><u>Public Services/Transportation</u></b>											
Environmental Projects	130,000	130,000									
Sidewalk Repair Program	-										
Road/STP Federal Aid Project (Major Streets)	922,500				922,500						
Bridge Rehabilitation	90,000				90,000						
City Share of Sanitary Sewers	5,000					5,000					
City Share Delhi & Delta Sewers	5,000					5,000					
Pump Station Variable Frequency Drive Replacement	500,000					500,000					
Electrical Switch Gear Improvements	300,000					300,000					
Arc Flash Safety Study/training	40,000					40,000					
Wet Weather Program	300,000					300,000					
Salt Storage Facility	550,000		300,000				250,000				
Subtotal	2,842,500	130,000	300,000	-	1,012,500	1,150,000	250,000	-	-	-	-
<b><u>Fleet Services</u></b>											
Vehicle & Equipment Purchases	600,000		600,000								
	600,000	-	600,000	-	-	-	-	-	-	-	-
Total Capital Projects - FY 2011/2012	8,206,000	1,365,000	900,000	2,568,500	1,012,500	1,150,000	250,000	60,000	-	700,000	200,000
Net General Fund Cost		1,365,000									

Explanations of projects provided on following pages.

(This page intentionally left blank)

# **Fiscal Year 2012 Proposed Budget Resolution**

(This page intentionally left blank)

**BY COMMITTEE OF THE WHOLE  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING**

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 28, 2011, the Mayor submitted a proposed budget for the 2011/2012 fiscal year, which spans from July 1, 2011 through June 30, 2012; and

WHEREAS, the City Council held a series of televised public hearings to review Mayor's budget recommendations; and

WHEREAS, the City Council held special Committee of the Whole meetings during evening hours at [TBD] on April 12, 2011, and [TBD] on April 24, 2011, and as part of the Council meeting to provide opportunities for citizens to comment on the proposed City budget; and

WHEREAS, in accordance with City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on April 26, 2010, for the fiscal year 2011/2012 budget and capital improvements program; and

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 22, 2010, the Mayor submitted a proposed budget for the 2011/2012 fiscal year, which spans from July 1, 2011 through June 30, 2012; and

WHEREAS, Public Act 2 of 1968 of the State of Michigan, as amended, provides that the budget resolution of the City shall set forth the total number of mills to be levied under the General Property Tax Act, the estimated revenues, by source, and amounts appropriated to defray expenditures and meet the liabilities of the City for the ensuing fiscal year; and

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2011/2012,

NOW, THEREFORE, BE IT RESOLVED that 15.70 mills be levied under the General Property Tax Act for fiscal year 2010/2011 as follows:

City Operating: 15.44  
City Debt: .26

BE IT FURTHER RESOLVED that the City's sewage rate shall be increased by 4% for FY 2011; and

BE IT FURTHER RESOLVED that the following changes to the City's fee and charges be adopted:

**General Fund (101)**

**City Clerk**

NonProfit Recognition Resolution	One-Time Each Entity, Certified Copy	100.00
Auctioneers License	Annual License	100.00
Auction Sale License	Annual License	Eliminate
Bowling Alley - Poolroom License	Per Table or Alley, First and Ea. Additional	NA
Bowling Alley - Poolroom License	Application + Each Table or Each Alley	50 + 15(n)
Cabaret License	Annual License	500.00
Health Club/ Massage Therapist	Annual License	300.00
Fireworks Licenses	License - Retail	200.00

Fireworks Licenses	License - Wholesale	225.00
Fireworks Licenses	License - Display	150.00
Waste Hauler License	Per Vehicle, First and Ea. Additional	NA
Waste Hauler License	Application + Each Vehicle	50 + 35(n)
Vehicles For Hire	Per Vehicle	NA
Vehicles For Hire	Application + Each Vehicle	50 + 35(n)
Show License	Annual Minimum/Maximum	NA
Show License	Annual Minimum/Maximum Per Location	250-1000
Show License	Street Musician	25.00
Transfer Fees - Class C License	Application, If Background or Tax Investigation	200.00
Transfer Fees - Class C License	Application, If Zoning or Parking Inspection	450.00
Transfer Fees - Class C License	Application, If Code Compliance Inspection	600.00
Transfer Fees - Class C License	Application, If City Council Review/Approval	200.00
Building Mover License	Contractor New License/Renewal License	125/100
Sign Erector License	Contractor New License/Renewal License	125/100
Building Demolition License	Contractor New License/Renewal License	125/100
<b>City Attorney</b>		
OWI Prosecution Cost Recovery	OWI Per Case Prosecution	105.00
	Reclaim Fine, 1st	
	Offense Super	
OWI Forfeiture Fine (Veh Seizure)	Drunk	500.00
<b>Police</b>		
OWI Cost Recovery	Police Officer per Hour (prorated per minute)	76.08
Phone Card Sales	Portable Card Detention-Only Buy-10/Get-10	10.00
Vacation Check	Officer's Visits Are Logged and Communicated	25.00
<b>Fire</b>		
Ambulance Fee	Transport, Basic Life Support (BLS)	690.00
Ambulance Fee	Transport, Advance Life Support 1 (ALS1)	833.75
Ambulance Fee	Transport, Advance Life Support 2 (ALS2)	833.75
Ambulance Fee	Transport, Loaded Mile	13.80
Fire OWI OUI Response Fee	OWI OUI With Fire Department Response	500.00
Fire OWI OUI Response Fee	OWI OUI With Fire Department Extrication	1,000.00
Fire Prevention Inspection Fee	Published Schedule	75-500
Fire False Alarms (System/Contractor)	Multiple False Alarms - Published Schedule	75-500
<b>Planning &amp; Neighborhood Development Department</b>		
Historic District Designation	OneTime Approval - Historic House	100.00
Historic District Designation	OneTime Approval - Historic Commercial Bldg	1,500.00
Site Plan Reviews	Published Schedule	650-1300
Special Land Use Permits	Published Schedule	600-900
Other Planning Permit Fees	Published Schedule	250-1000
Board Of Zoning Appeals	Published Schedule	160-500
Act 33 Filing Fees	Published Schedule	150-200
Rezoning Petition Fees	Published Schedule	500-800
<b>Public Service Department - GF</b>		
Code Enforcement - Trash Abatement	1 cubic yd (standard) - then time and materials	117.38
Special Event Permit Application >	Days Between Application Date & Event Date	100.00
Special Event Permit Application 61	Days Between Application Date & Event Date	200.00
Special Event Permit Application 30	Days Between Application Date & Event Date	400.00
Septa 2 Year Roll-Out Fee Forgiven Above Permit, July 1, 2011 to June 30, 2013		0.50

Special Event - River Trail Permit	Daily	75.00
SE Traffic Cone 18" Or 28"	Operate	2.00
SE Traffic Cone 18" Or 28"	Furnish & Operate	2.75
SE Traffic Cone 42"	Operate	3.75
SE Traffic Cone 42"	Furnish & Operate	5.00
SE Type II Barricade	Operate	4.00
SE Type II Barricade	Furnish & Operate	5.75
SE Type III Barricade	Operate	15.00
SE Type III Barricade	Furnish & Operate	20.00
SE Pedestal Mounted Sign	Operate	7.50
SE Pedestal Mounted Sign	Furnish & Operate	10.00
SE Arrow/Message Board	Operate	37.50
SE Arrow/Message Board	Furnish & Operate	50.00
SE Portable Water Wall	Operate	145.00
SE Portable Water Wall	Furnish & Operate	190.00
SE Light Pole Banner	Install & Remove	40.00
SE Overhead Banner	Install & Remove	100.00
SE Block Party Barricade	Refundable Deposit	100.00
SE Police Department Officer	Uniform Officer Hourly Rate	76.08
SE Fire Department Fire/Life Safety	Uniform Officer Hourly Rate	75.00
SE Building Maintenance Support F	Support Personnel Hourly Rate	53.15
SE Building Maintenance - < 3 Elec	Install & Remove (per day or event)	650.00
SE Building Maintenance Addnl < 3	Install & Remove (per day or event)	150.00
SE Building Maintenance Generato	Install & Remove (per day or event)	790.00
SE Building Maintenance < 3 Water	Install & Remove (per day or event)	575.00
SE Building Maintenance - Water F	Install & Remove (per day or event)	545.00
SE Building Maintenance - Electric	Install & Remove (per day or event)	10.00
SE Building Maintenance - Potable	Install & Remove (per day or event)	10.00
SE Building Maintenance - Plumbin	Per hour rate	51.69
SE Building Maintenance - Plumbin	Per hour rate	84.43
SE Building Maintenance - Electric	Per hour rate	51.69
SE Building Maintenance - Electric	Per hour rate	84.43
SE Building Maintenance - Special	Per hour rate	53.39
SE Failure To Pay Prescribed Parki	Fine	20.00
SE Failure To Pay Prescribed Parki	Fine After 14 Days	30.00
SE Failure To Pay Prescribed Parki	Fine After 28 Days	40.00

#### **Parks & Recreation Department**

Youth Baseball Individual T-Ball	Season - Resident	25.00
Youth Baseball Individual T-Ball	Season - NonResident	30.00
Youth Baseball Individual	Season - Resident - Age Group 7+	35.00
Youth Baseball Individual	Season - NonResident - Age Group 7+	40.00
Youth Basketball Individual	Season - Resident	35.00
Youth Basketball Individual	Season - NonResident	40.00
Youth Softball Individual	Season - Resident	25.00
Youth Softball Individual	Season - NonResident	30.00
Youth Soccer Individual W/Shirts - I	Season - Age Group 5-6	25.00
Youth Soccer Individual W/Shirts - I	Season - Age Group 7+	35.00
Youth Soccer Individual W/Shirts - I	Season - Age Group 5-6	30.00
Youth Soccer Individual W/Shirts - I	Season - Age Group 7+	40.00
NFL Football	Season - Resident	40.00
NFL Football	Season - NonResident	45.00
Lil Kickers	Season - Resident	20.00
Lil Kickers	Season - NonResident	25.00
Lil Hoopers - Gier	Season - Resident	25.00

Lil Hoopers - Gier	Season - NonResident	30.00
Floor Hockey - Gier	Per Team Tournament	80.00
Beginning Archery - Gier	Season - Resident	25.00
Beginning Archery - Gier	Season - NonResident	30.00
Teddy Bear Chefs - Gier	Season - Resident	15.00
Teddy Bear Chefs - Gier	Season - NonResident	20.00
Rummage Sale - Gier	Event	15.00
Sand Volleyball - Gier	Season - Team	85.00
Fees Kids Camp	All Sites - Resident	25.00
Fees Kids Camp	All Sites - NonResident	30.00
Fees Kids Camp	Various Sites - Volunteen Status - Resident	25.00
Fees Kids Camp	Various Sites - Volunteen Status - NonRes	30.00
Fees Kids Camp Pre-Camp Care	All Sites - Resident	15.00
Fees Kids Camp Pre-Camp Care	All Sites - NonResident	20.00
Fees Kids Camp Post-Camp Care	All Sites - Resident	25.00
Fees Kids Camp Post-Camp Care	All Sites - NonResident	30.00
Fees Ldr Programs & Other - Fost	Travelogue	2.00
Fees Senior Citizen Programs	Dance	3.00
Fees Special Events	Candyland or Easter Egg Hunt	6.00
Fees Turner Dodge History Camp	Class and Tea	10.00
Fees Turner Dodge History Camp	Children's Fairy Tale	8.00
Fees Turner Dodge History Camp	Home School Camp - Resident	25.00
Fees Turner Dodge History Camp	Home School Camp - NonResident	30.00
Fees Turner Dodge Special Event	History Craft Class - Adults 1/2 Day	12.00
Fees Turner Dodge Special Event	History Craft Class - Adults Full Day	15.00
Rent River Trail	River Trail - Special Event	75.00
Rent Athletic Field Practice	Per Hour - All Sports - Youth	15.00
Rent Athletic Field Practice	Per Hour - All Sports - Adult	20.00
Rent Athletic Field Tournament	Per Game - All Except Soccer/Football - Youth	25.00
Rent Athletic Field Tournament	Per Game - All Except Soccer/Football - Adult	30.00
Rent Athletic Field	Per Field Prep - PreTournament, Or By Request	20.00
Rent Park All-Day	Exclusive Rental For Any Park	150.00
Rent Park Cooley Gardens	Wedding - Pavilion - Per 2 Hours	50.00
Rent Park Frances	Per Day - Entire Pavilion - Weekday/Weekend	160-190
Rent Park Frances	Per Day - Pavilion Sec 1 - Weekday/Weekend	55-65
Rent Park Frances	Per Day - Pavilion Sec 2 - Weekday/Weekend	55-65
Rent Park Frances	Per Day - Pavilion Sec 3 - Weekday/Weekend	50-60
Rent Park Frances	Per Day - Outside Tables (10 minimum)	40.00
Rent Park Frances	Wedding - Rose Garden - Per 2 Hours	100.00
Rent Park Frances	Wedding - Overlook - Per 2 Hours	100.00
Rent Park Frances	Wedding - Woodland Trail - Per 2 Hours	50.00
Rent Park Moores	Per Day - Entire Pavilion	60.00
Rent Park Washington	Per Day - Entire Pavilion	70.00
Rent Showmobile	Inside City, Basic Setup	350.00
Rent Showmobile	Inside City, Full Stage Setup	750.00
Rent Showmobile	Inside City, Sound System Rental	100.00
Rent Showmobile	Outside City, Basic Setup	650.00
Rent Showmobile	Outside City, Full Stage Setup	1,550.00
Rent Showmobile	Outside City, Sound System Rental	150.00
Rent Foster	Meeting Rm - NonProfit - 50 people	5.00
Rent Foster	Meeting Rm - NonRes - 50 people	15.00
Rent Foster	Meeting Rm - NonProfit - 50 people - LATE HR	75.00
Rent Foster	Meeting Rm - Resident - 50 people - LATE HR	80.00
Rent Foster	Meeting Rm - NonRes - 50 people - LATE HR	85.00
Rent Foster	Meeting Rm - NonProfit - 100 people	10.00

Rent Foster	Meeting Rm - NonRes - 100 people	20.00
Rent Foster	Meeting Rm - NonProfit - 100 people - LATE HR	85.00
Rent Foster	Meeting Rm - Resident - 100 people - LATE HR	90.00
Rent Foster	Meeting Rm - NonRes - 100 people - LATE HR	95.00
Rent Foster	Gym - Athletics/NonAthletics - NonProfit	5/25
Rent Foster	Gym - Athletics/NonAthletics - Resident	15/30
Rent Foster	Gym - Athletics/NonAthletics - NonRes	20/35
Rent Gier	Meeting Rm - NonProfit - 50 people	5.00
Rent Gier	Meeting Rm - NonResident - 50 people	15.00
Rent Gier	Meeting Rm - NonProfit - 50 people - LATE HR	75.00
Rent Gier	Meeting Rm - Resident - 50 people - LATE HR	80.00
Rent Gier	Meeting Rm - NonRes - 50 people - LATE HR	85.00
Rent Gier	Meeting Rm - NonProfit - 100 people	10.00
Rent Gier	Meeting Rm - NonResident - 100 people	20.00
Rent Gier	Meeting Rm - NonProfit - 100 people - LATE HR	85.00
Rent Gier	Meeting Rm - Resident - 100 people - LATE HR	90.00
Rent Gier	Meeting Rm - NonRes - 100 people - LATE HR	95.00
Rent Gier	Gym - Athletics/NonAthletics - NonProfit	5/25
Rent Gier	Gym - Athletics/NonAthletics - Resident	15/30
Rent Gier	Gym - Athletics/NonAthletics - NonRes	20/35
Rent Gier	Gier 1/2 Gym - NonProfit	5.00
Rent Gier	Gier 1/2 Gym - Resident	10.00
Rent Gier	Gier 1/2 Gym - NonResident	15.00
Rent Letts	Meeting Rm - NonProfit - 50 people	5.00
Rent Letts	Meeting Rm - NonResident - 50 people	15.00
Rent Letts	Meeting Rm - NonProfit - 50 people - LATE HR	75.00
Rent Letts	Meeting Rm - Resident - 50 people - LATE HR	80.00
Rent Letts	Meeting Rm - NonRes - 50 people - LATE HR	85.00
Rent Letts	Meeting Rm - NonProfit - 100 people	10.00
Rent Letts	Meeting Rm - NonResident - 100 people	20.00
Rent Letts	Meeting Rm - NonProfit - 100 people - LATE HR	85.00
Rent Letts	Meeting Rm - Resident - 100 people - LATE HR	90.00
Rent Letts	Meeting Rm - NonRes - 100 people - LATE HR	95.00
Rent Letts	Gym - Athletics/NonAthletics - NonProfit	5/25
Rent Letts	Gym - Athletics/NonAthletics - Resident	15/30
Rent Letts	Gym - Athletics/NonAthletics - NonRes	20/35
Rent Foster Gier Letts	Gym - Athletics/NonAth - NonProfit - LATE HR	85/100
Rent Foster Gier Letts	Gym - Athletics/NonAth - Resident - LATE HR	90/105
Rent Foster Gier Letts	Gym - Athletics/NonAth - NonRes - LATE HR	95/110
Rent Foster Gier Letts	Equipment	10.00
Fees Open Recreation - Resident	After School	10.00
Fees Open Recreation - Nonresident	After School	15.00
Spring Break Camp - Resident	Community Centers	75.00
Spring Break Camp - Nonresident	Community Centers	80.00
Scholarship \$10.00 To 15.00	Reduced Fee Per Scholarship Guidelines	5.00
Scholarship \$15.01 To 25.00	Reduced Fee Per Scholarship Guidelines	10.00
Scholarship \$25.01 To 35.00	Reduced Fee Per Scholarship Guidelines	15.00
Scholarship \$35.01 +	Reduced Fee Per Scholarship Guidelines	20.00

#### **Public Service - Major Streets Fund (202)**

Utility Cut - Paser Condition Rating	Per Square Foot - Street	68.04
Utility Cut - Paser Condition Rating	Per Square Foot - Street	68.04
Utility Cut - Paser Condition Rating	Per Square Foot - Street	68.04
Utility Cut - Paser Condition Rating	Per Square Foot - Street	22.68
Utility Cut - Temporary Cut Fill	Per Square Foot - Street - Off Season	7.50

Sidewalk Replacement	Per Square Foot - 4 Inch	11.33
Sidewalk Replacement	Per Square Foot - 6 Inch	11.85
Sidewalk Replacement	Per Square Foot - 8 Inch	12.36
Window Cleaning Permit Above Ro	Annual Charge Each Location in Right of Way	75.00
Business Extension - Outdoor Café	Per Sq Ft Non-DLI Permitted Area (Min 10 ft)	10.00
Pedway Banner	1-14 Days (Limit 1/Pedway) + \$5 Ea Added Day	100.00
Concrete Curb	Per Lineal Foot - Minimum 5 Feet	30.00
Concrete Curb	Per Lineal Foot - After Minimum 5 Feet	20.00

#### **Public Service - Local Streets Fund (203)**

Utility Cut - Paser Condition Rating	Per Square Foot - Street	35.61
Utility Cut - Paser Condition Rating	Per Square Foot - Street	35.61
Utility Cut - Paser Condition Rating	Per Square Foot - Street	35.61
Utility Cut - Paser Condition Rating	Per Square Foot - Street	11.87
Sidewalk Replacement	Per Square Foot - 4 Inch	11.33
Concrete Curb	Per Lineal Foot - Minimum 5 Feet	30.00
Concrete Curb	Per Lineal Foot - After Minimum 5 Feet	20.00
Material Handling Fee	Non-Salt Base Fee/Per Ton Fee	15/3.85
Utility Cut - Temporary Cut Fill	Per Square Foot - Street - Off Season	7.50
Temporary Sidewalk	Per Square Foot - Off Season	7.50

#### **PND - Building Safety Fund (249)**

Building Permit - Technology Fee	Each Permit Report	5.00
Mechanical Permits	Published Schedule	varies
Plumbing Permits	Published Schedule	varies

#### **PND - Municipal Parking System Fund (585)**

##### **Parking Permits, Rates, & Fees**

##### **Downtown Lots**

1	Monthly	70.00
2	Monthly	83.25
49	Monthly	48.75
50	Monthly	22.25
52	Monthly	55.75
53	Monthly	52.75
55	Monthly	55.75

##### **Outlying Lots**

7	Monthly	22.25
8	Monthly	22.25
9	Monthly	22.25
17	Monthly	22.25
24	Monthly	22.25
56	Monthly	22.25
Evening (All)	Monthly	7.25
24 Hr (All)	Monthly	25.25

##### **South Capitol**

Roof	Monthly	83.25
Covered	Monthly	107.50
Reserved	Monthly	137.00
Lot - Reserved	Monthly	137.00
Basement	Monthly	109.75

**North Grand**

Roof	Monthly	83.25
4Th - Reserved	Monthly	140.00
4Th Restricted	Monthly	119.75
4Th - General	Monthly	119.75
1St - Reserved	Monthly	140.00
Radisson	Monthly	140.00

**North Capitol**

Roof	Monthly	72.00
Covered	Monthly	90.25
Covered - Res	Monthly	137.00
All Levels	Monthly	90.25

**Townsend**

General 6-8	Monthly	126.75
General 2-6	Monthly	137.00
Reserved B/1	Monthly	167.50

**Attended**

Cash	1st Hour	2.00
Cash	Half Hour	1.00
Cash	Daily Max	10.00
Lost Entry Ticket Fee	Daily Max	20.00
VIP	Half Hour	0.70
VIP	Daily Max	10.00

**Pay on Entry / Event**

Minimum	Special Event	6.00
Maximum	Special Event	12.00

**Lot Rental**

Downtown Lots	Per Space	12.00
Outlying Lots	Per Space	5.00

**Baseball (individual game fee capped at 2/3 of lowest single game ticket price)**

Individual Game	Maximum	6.00
Season / game	Maximum	7.00

**Meter Rates**

Minimum	Per Hour	0.40
Maximum	Per Hour	1.25

**Fines and Costs**

Expired Meter Violation	Paid Within 14 Days	20.00
	Paid After 14 Days	30.00
	Paid After 28 Days	40.00
Time Limit Violation	Paid Within 14 Days	20.00
	Paid After 14 Days	30.00
	Paid After 28 Days	40.00
Handicap Parking Zone	Paid Within 14 Days	90.00
	Paid After 14 Days	100.00
	Paid After 28 Days	110.00
No Parking 2 a.m. to 5 a.m.	Paid Within 14 Days	9.00

	Paid After 14 Days	19.00
	Paid After 28 Days	29.00
Improper Parking	Paid Within 14 Days	20.00
	Paid After 14 Days	30.00
	Paid After 28 Days	40.00
Permit Parking Area	Paid Within 14 Days	20.00
	Paid After 14 Days	30.00
	Paid After 28 Days	40.00
Private Parking Area	Paid Within 14 Days	20.00
	Paid After 14 Days	30.00
	Paid After 28 Days	40.00
Blocking Drive or Sidewalk	Paid Within 14 Days	35.00
	Paid After 14 Days	45.00
	Paid After 28 Days	55.00
Special Parking District	Paid Within 14 Days	45.00
	Paid After 14 Days	55.00
	Paid After 28 Days	65.00
Failure to Pay Prescribed Fee (Key	Paid Within 14 Days	20.00
	Paid After 14 Days	30.00
	Paid After 28 Days	40.00

**District Court - District Court Fund (760)**

OUIL Fees (Police)	Defendant Processed by the Court	Table + 10%
--------------------	----------------------------------	-------------

BE IT FURTHER RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2010/2011 fiscal year:

**II.**

**GENERAL FUND**

	<u>FY 2012 Proposed</u>	<u>Council Changes</u>	<u>FY 2012 Adopted</u>
<b>Estimated Revenues</b>			-
Property Taxes	33,729,335		33,729,335
Income Taxes	29,800,000		29,800,000
State Shared Revenues	9,025,960		9,025,960
Licenses and Permits	1,685,140		1,685,140
Charges for Services	9,659,795		9,659,795
Fines and Forfeitures	2,441,420		2,441,420
Interest and Rents	119,000		119,000
Other Revenue	12,966,350		12,966,350
Transfers	48,000		48,000
<b>Total Revenue</b>	<u>99,475,000</u>	-	<u>99,475,000</u>
<b>Appropriations</b>			
City Council			
Personnel	414,584		414,584
Operating	106,796		106,796
Capital	10,000		10,000
Total	<u>531,380</u>	-	<u>531,380</u>
Internal Audit			
Personnel	146,090		146,090
Operating	2,245		2,245
Capital	-		-
Total	<u>148,335</u>	-	<u>148,335</u>
Courts			
Personnel	3,691,275		3,691,275
Operating	726,825		726,825
Capital	5,000		5,000
Total	<u>4,423,100</u>	-	<u>4,423,100</u>
Mayor's Office			
Personnel	545,700		545,700
Operating	84,030		84,030
Capital	-		-
Total	<u>629,730</u>	-	<u>629,730</u>

	<u>FY 2012 Proposed</u>	<u>Council Changes</u>	<u>FY 2012 Adopted</u>
Office of Community Media			
Personnel	195,295		195,295
Operating	58,275		58,275
Capital	-		-
Total	<u>253,570</u>	-	<u>253,570</u>
City Clerk' Office			
Personnel	624,827		624,827
Operating	193,043		193,043
Capital	100		100
Total	<u>817,970</u>	-	<u>817,970</u>
Planning & Neighborhood Development			
Personnel	1,978,450		1,978,450
Operating	228,550		228,550
Capital	-		-
Total	<u>2,207,000</u>	-	<u>2,207,000</u>
Finance			
Personnel	7,349,260		7,349,260
Operating	2,418,160		2,418,160
Capital	-		-
Total	<u>9,767,420</u>	-	<u>9,767,420</u>
Human Resources			
Personnel	1,041,541		1,041,541
Operating	434,099		434,099
Capital	-		-
Total	<u>1,475,640</u>	-	<u>1,475,640</u>
City Attorney			
Personnel	1,099,585		1,099,585
Operating	76,495		76,495
Capital	-		-
Total	<u>1,176,080</u>	-	<u>1,176,080</u>
Police			
Personnel	27,072,382		27,072,382
Operating	2,931,823		2,931,823
Capital	25,225		25,225
Total	<u>30,029,430</u>	-	<u>30,029,430</u>

	<u>FY 2012 Proposed</u>	<u>Council Changes</u>	<u>FY 2012 Adopted</u>
Fire			
Personnel	22,918,031		22,918,031
Operating	3,608,899		3,608,899
Capital	15,000		15,000
Total	<u>26,541,930</u>	-	<u>26,541,930</u>
Public Service			
Personnel	837,912		837,912
Operating	5,215,918		5,215,918
Capital	1,000		1,000
Total	<u>6,054,830</u>	-	<u>6,054,830</u>
Human Relations & Community Service			
Personnel	582,440		582,440
Operating	61,600		61,600
Capital	-		-
Total	<u>644,040</u>	-	<u>644,040</u>
Parks & Recreation			
Personnel	4,828,862		4,828,862
Operating	2,110,038		2,110,038
Capital	-		-
Total	<u>6,938,900</u>	-	<u>6,938,900</u>
Human Services			
Operating	<u>1,260,000</u>		<u>1,260,000</u>
Total	<u>1,260,000</u>	-	<u>1,260,000</u>
City-Supported Agencies			
Operating	<u>321,400</u>		<u>321,400</u>
Total	<u>321,400</u>	-	<u>321,400</u>
Non-Departmental			
Vacancy Factor	(800,000)		(800,000)
Library Lease	155,000		155,000
Debt Service	2,186,600		2,186,600
Transfers	<u>4,712,645</u>		<u>4,712,645</u>
Total	<u>6,254,245</u>	-	<u>6,254,245</u>
<b>Total Appropriations</b>	<u><u>99,475,000</u></u>	-	<u><u>99,475,000</u></u>

	FY 2012 <u>Proposed</u>	Council <u>Changes</u>	FY 2012 <u>Adopted</u>
<b>II. SPECIAL REVENUE FUNDS</b>			
<b>MAJOR STREETS FUND</b>			
<b>Estimated Revenues</b>			
Gas & Weight Tax Receipts	6,035,000		6,035,000
Utility Permit Fees (Metro Act)	398,000		398,000
Reimbursements	1,010,317		1,010,317
Interest Income	2,000		2,000
Miscellaneous Revenue	19,000		19,000
Use of Existing Bond Proceeds	825,883		825,883
Use of Fund Balance	1,932,100		1,932,100
Transfer from General Fund	-		-
<b>Total Revenue</b>	<b>10,222,300</b>	<b>-</b>	<b>10,222,300</b>
<b>Appropriations</b>			
Personnel	2,407,815		2,407,815
Operating	3,143,082		3,143,082
Capital	1,292,500		1,292,500
Debt Service	609,479		609,479
Transfers	2,769,424		2,769,424
<b>Total Appropriations</b>	<b>10,222,300</b>	<b>-</b>	<b>10,222,300</b>
<b>LOCAL STREETS FUND</b>			
<b>Estimated Revenues</b>			
Gas & Weight Tax Receipts	1,755,000		1,755,000
Reimbursements	521,190		521,190
Interest Income	-		-
Transfers	3,119,424		3,119,424
Use of Fund Balance	6,186		6,186
<b>Total Revenue</b>	<b>5,401,800</b>	<b>-</b>	<b>5,401,800</b>
<b>Appropriations</b>			
Personnel	2,084,488		2,084,488
Operating	1,867,214		1,867,214
Capital	95,000		95,000
Debt Service	1,355,098		1,355,098
Transfers	-		-
<b>Total Appropriations</b>	<b>5,401,800</b>	<b>-</b>	<b>5,401,800</b>

	FY 2012 <u>Proposed</u>	Council <u>Changes</u>	FY 2012 <u>Adopted</u>
--	----------------------------	---------------------------	---------------------------

**911 DISPATCH FUND**

**Estimated Revenues**

Grants	-		
Cost-Sharing - Ingham County	5,524,250		5,524,250
Transfer from General Fund	140,445		140,445
Use of Fund Balance	150,305		150,305
<b>Total Revenue</b>	<b>5,815,000</b>	<b>-</b>	<b>5,664,695</b>

**Appropriations**

Personnel	5,564,900		5,564,900
Operating	250,100		250,100
Capital	-		-
<b>Total Appropriations</b>	<b>5,815,000</b>	<b>-</b>	<b>5,815,000</b>

**STADIUM FUND**

**Estimated Revenues**

Operating Revenues	250,000		250,000
Olds Park Stadium Naming Rights	125,000		125,000
Interest Income	-		-
Transfer from General Fund	526,800		526,800
Use of Fund Balance	-		-
<b>Total Revenue</b>	<b>901,800</b>	<b>-</b>	<b>901,800</b>

**Appropriations**

Personnel	-		-
Operating	6,000		6,000
Capital	-		-
Debt Service	895,800		895,800
Transfers	-		-
<b>Total Appropriations</b>	<b>901,800</b>	<b>-</b>	<b>901,800</b>

**BUILDING DEPARTMENT FUND**

**Estimated Revenues**

Licenses & Permits	1,372,400		1,372,400
Charges for Services	6,200		6,200
Miscellaneous	-		-
Transfer from General Fund	437,400		437,400
Use of Fund Balance	-		-
<b>Total Revenue</b>	<b>1,816,000</b>	<b>-</b>	<b>1,816,000</b>

**Appropriations**

Personnel	1,382,504		1,382,504
Operating	430,496		430,496
Capital	3,000		3,000
Debt Service	-		-
Transfers	-		-
<b>Total Appropriations</b>	<b>1,816,000</b>	<b>-</b>	<b>1,816,000</b>

**CDBG FUND**

	<u>FY 2012 Proposed</u>	<u>Council Changes</u>	<u>FY 2012 Adopted</u>
<b>Estimated Revenues</b>			
Federal Grants	2,282,150		2,282,150
<b>Total Revenue</b>	<u>2,282,150</u>	-	<u>2,282,150</u>

<b>Appropriations</b>			
Personnel	943,686		943,686
Operating	1,338,464		1,338,464
Capital	-		-
Transfers	-		-
<b>Total Appropriations</b>	<u>2,282,150</u>	-	<u>2,282,150</u>

#### HOME GRANT FUND

<b>Estimated Revenues</b>			
Federal Grants	881,760		881,760
Program Income	-		-
<b>Total Revenue</b>	<u>881,760</u>	-	<u>881,760</u>

<b>Appropriations</b>			
Personnel	84,910		84,910
Operating	796,850		796,850
Capital	-		-
Transfers	-		-
<b>Total Appropriations</b>	<u>881,760</u>	-	<u>881,760</u>

#### EMERGENCY SHELTER GRANT FUND

<b>Estimated Revenues</b>			
Federal Grants	91,338		91,338
<b>Total Revenue</b>	<u>91,338</u>	-	<u>91,338</u>

<b>Appropriations</b>			
Personnel	-		-
Operating	91,338		91,338
Capital	-		-
Transfers	-		-
<b>Total Appropriations</b>	<u>91,338</u>	-	<u>91,338</u>

	FY 2012 <u>Proposed</u>	Council <u>Changes</u>	FY 2012 <u>Adopted</u>
--	----------------------------	---------------------------	---------------------------

**DRUG LAW ENFORCEMENT FUND**

**Estimated Revenues**

Drug Forfeiture Revenues	850,000		850,000
Contributions from Local Units	-		-
Private Donations	-		-
Interest Income	500		500
Use of Fund Balance	(9,200)		(9,200)
<b>Total Revenue</b>	<b>841,300</b>	<b>-</b>	<b>841,300</b>

**Appropriations**

Personnel	529,438	-	529,438
Operating	230,150	-	230,150
Capital	9,000	-	9,000
Transfers	72,712	-	72,712
<b>Total Appropriations</b>	<b>841,300</b>	<b>-</b>	<b>841,300</b>

**DRUG LAW ENFORCEMENT FUND - TRI-COUNTY METRO**

**Estimated Revenues**

Drug Forfeiture Revenues	200,000		200,000
Contributions from Local Units	229,855		229,855
Private Donations	-		-
Interest Income	245		245
Use of Fund Balance	-		-
<b>Total Revenue</b>	<b>430,100</b>	<b>-</b>	<b>430,100</b>

**Appropriations**

Personnel	70,605	-	70,605
Operating	335,495	-	335,495
Capital	9,000	-	9,000
Transfers	15,000	-	15,000
<b>Total Appropriations</b>	<b>430,100</b>	<b>-</b>	<b>430,100</b>

**DOWNTOWN LANSING, INC.**

**Estimated Revenues**

Special Assessments	374,000		374,000
Grants	10,000		10,000
Miscellaneous	154,485		154,485
Transfer from General Fund	39,180		39,180
Use of Fund Balance	33,675		33,675
<b>Total Revenue</b>	<b>611,340</b>	<b>-</b>	<b>611,340</b>

**Appropriations**

Personnel	159,416		159,416
Operating	451,924		451,924
Capital	-		-
Debt Service	-		-
Transfers	-		-
<b>Total Appropriations</b>	<b>611,340</b>	<b>-</b>	<b>611,340</b>

	FY 2012 <u>Proposed</u>	Council <u>Changes</u>	FY 2012 <u>Adopted</u>
<b>III. ENTERPRISE FUNDS</b>			
<b>CEMETERIES FUND</b>			
<b>Estimated Revenues</b>			
Cemetery Service Revenue	126,980		126,980
Sale of Lots	96,270		96,270
Other	4,530		4,530
Transfer from Perpetual Care	9,000		9,000
Transfer from Parks Millage	301,420		301,420
<b>Total Revenue</b>	<u>538,200</u>	-	<u>538,200</u>
<b>Appropriations</b>			
Personnel	370,274		370,274
Operating	157,926		157,926
Capital	-		-
Debt Service	-		-
Transfers	10,000		10,000
<b>Total Appropriations</b>	<u>538,200</u>	-	<u>538,200</u>
<b>GOLF FUND</b>			
<b>Estimated Revenues</b>			
Greens Fees	288,000		288,000
Equipment Rentals	109,000		109,000
Concessions	14,600		14,600
Transfers In - Parks Millage	300,000		300,000
<b>Total Revenue</b>	<u>711,600</u>	-	<u>711,600</u>
<b>Appropriations</b>			
Personnel	311,093		311,093
Operating	293,899		293,899
Capital	-		-
Debt Service	106,608		106,608
Transfers	-		-
<b>Total Appropriations</b>	<u>711,600</u>	-	<u>711,600</u>

	FY 2012 <u>Proposed</u>	Council <u>Changes</u>	FY 2012 <u>Adopted</u>
--	----------------------------	---------------------------	---------------------------

**PARKING FUND**

**Estimated Revenues**

Parking Revenue	6,114,475		6,114,475
Baseball Revenue	58,000		58,000
Parking Fines	500,000		500,000
Interest	100,000		100,000
Capital Lease Payment	2,995,000		2,995,000
Use of Fund Equity	3,760,110		3,760,110
Other Revenue	-		-
<b>Total Revenue</b>	<b>13,527,585</b>	<b>-</b>	<b>13,527,585</b>

**Appropriations**

Personnel	1,887,937		1,887,937
Operating	2,304,929		2,304,929
Capital	3,295,500		3,295,500
Debt Service	6,039,209		6,039,209
Transfers	-		-
<b>Total Appropriations</b>	<b>13,527,575</b>	<b>-</b>	<b>13,527,575</b>

**WASTEWATER FUND**

**Estimated Revenues**

Sewer Charges	29,662,448		29,662,448
Interest Income	13,000		13,000
Low Income Credit	(5,000)		(5,000)
Miscellaneous Income	15,000		15,000
Transfer from General Fund	-		-
Existing Bond Proceeds	600,000		600,000
Use of Fund Balance	2,994,952		2,994,952
<b>Total Revenue</b>	<b>33,280,400</b>	<b>-</b>	<b>33,280,400</b>

**Appropriations**

Personnel	6,369,199		6,369,199
Operating	7,839,615		7,839,615
Capital	1,151,000		1,151,000
Debt Service	17,620,586		17,620,586
Transfers	300,000		300,000
<b>Total Appropriations</b>	<b>33,280,400</b>	<b>-</b>	<b>33,280,400</b>

	FY 2012 <u>Proposed</u>	Council <u>Changes</u>	FY 2012 <u>Adopted</u>
<b>REFUSE FUND</b>			
<b>Estimated Revenues</b>			
Operating Income	1,546,395		1,546,395
Interest Income	2,500		2,500
Transfer from General Fund	-		-
Use of Fund Balance	-		-
<b>Total Revenue</b>	<b>1,548,895</b>	<b>-</b>	<b>1,548,895</b>

<b>Appropriations</b>			
Personnel	751,662		751,662
Operating	832,483		832,483
Capital	-		-
Debt Service	-		-
Transfers	-		-
<b>Total Appropriations</b>	<b>1,584,145</b>	<b>-</b>	<b>1,584,145</b>

#### RECYCLING FUND

<b>Estimated Revenues</b>			
Operating Income	2,649,649		2,649,649
Sale of Recycled Materials	70,000		70,000
Interest Income	3,000		3,000
Transfer from General Fund	-		-
Use of Fund Balance	648,381		648,381
<b>Total Revenue</b>	<b>3,371,030</b>	<b>-</b>	<b>3,371,030</b>

<b>Appropriations</b>			
Personnel	1,998,791		1,998,791
Operating	1,122,239		1,122,239
Capital	250,000		250,000
Debt Service	-		-
Transfers	-		-
<b>Total Appropriations</b>	<b>3,371,030</b>	<b>-</b>	<b>3,371,030</b>

#### IV. CAPITAL PROJECT FUNDS

##### CAPITAL IMPROVEMENT (CIP) FUND

<b>Estimated Revenues</b>			
Transfer from the General Fund	1,365,000		1,365,000
PEG (Cable Capital) Revenues	600,000		600,000
Use of Fund Balance	-		-
<b>Total Revenue</b>	<b>1,965,000</b>	<b>-</b>	<b>1,965,000</b>

<b>Appropriations</b>			
Facilities	650,000		650,000
Public Safety Equipment	100,000		100,000
Technology Improvements	450,000		450,000
Public Cable Access (PEG)	600,000		600,000
Zoning Ordinance Revision	35,000		35,000
Environmental Projects	130,000		130,000
<b>Total Appropriations</b>	<b>1,965,000</b>	<b>-</b>	<b>1,965,000</b>

FY 2012 <u>Proposed</u>	Council <u>Changes</u>	FY 2012 <u>Adopted</u>
----------------------------	---------------------------	---------------------------

**PARKS MILLAGE FUND**

**Estimated Revenues**

Transfer from the General Fund	751,420		751,420
Use of Fund Balance	-		-
<b>Total Revenue</b>	<b>751,420</b>	<b>-</b>	<b>751,420</b>

**Appropriations**

Park Improvements	90,000		90,000
Parks Maintenance & Repair	60,000		60,000
Transfer to Cemeteries Fund	301,420		301,420
Transfer to Golf Fund	300,000		300,000
<b>Total Appropriations</b>	<b>751,420</b>	<b>-</b>	<b>751,420</b>

BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2011/2012 fiscal year:

[Insert Budget Policies]

Approved for placement on the City Council agenda:

\_\_\_\_\_  
Brigham Smith, City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(This page intentionally left blank)